

حمل الآن

مجانا وحصريا

المراجعة رقم (1)

الترم الثاني



Lesson 1 Artificial Intelligence and Ethics of Its Use

» Artificial Intelligence (AI):

It is a technology that enables machines to use **human-like traits**, such as logic, to solve problems.

» Artificial Intelligence depends on **algorithms**, which are a set of detailed steps that tells the computer what to do, like **recipes** that help machines learn and solve problems.

» Some Artificial Intelligence Tools:

- ❶ **Facial Recognition**: used to verify identity and unlock phone. Ex; **Smartphones**.
- ❷ **Voice Assistants**: Digital robots which respond to voice commands and answer questions. Ex; **Siri or Alexa**.
- ❸ **Email Filters**: prevent dangerous or unwanted or malicious mail from reaching your inbox. Ex; **Email inbox**.
- ❹ **Language Processing Tools**: help users formulate writings write and send emails and messages. Ex: **Search tools and electronic writing tools**.
- ❺ **Chat Windows**: automatically respond to you using chatbots. Ex; Customer service on websites.

» Using Artificial Intelligence Responsibly and Ethically:

- ❶ **Inclusiveness**: AI tools must benefit and include all users not only a specific group.
- ❷ **Unbiased**: AI decisions must be based on facts, not opinions or personal views.
- ❸ **Protectiveness (Privacy)**: The privacy and security of users' data must be considered.

- ④ **Benefit:** AI tools should be used to help society and make it better, not to achieve harmful personal gains or cheating others.
- ⑤ **Responsibility:** Designers should admit and correct mistakes made by AI tools.
- ⑥ **Transparency:** AI designers clearly explain how AI tools work.

Lesson 2 Online Shopping and Investment: How Do We Choose the Best?

» E-commerce:

It is the process of buying and selling products and services online.

» Research Tools:

① Smart Search Engines:

When searching for a specific product online, search engines use **artificial intelligence** to analyze your previous data, to provide: Suggestions that **match** your preferences and results of the **most suitable** products or the **fastest** delivery.

② Comparison Websites:

Help you when buying products by: Comparing many products in one place, and Evaluating **quality**, **price**, and **features**.

③ Online Reviews:

Reviews help you evaluate the quality of the product and service before purchasing.

» Consumer reviews:

- opinions of users, friends, or family online.

» Stocks and Bonds:

- **Stocks (Shares):** Equal parts into which the ownership of a company is divided.
- When you buy **stocks** in a company, you become a **partner** owning a small part of that company.
- When you buy **bonds**, you **lend** the company a sum of money.

- » We invest in stocks and bonds, To support companies that offer something good, or To make profit (Investors earn money from the profits or interest).
- » It is important to invest in companies that follow ethical principles.
- » To ensure this, we should review the official companies websites and reviews from reliable sources.

Lesson 3 Digital Communication

» 1 Educational Service Providers (ESPs):

- They are organizations that provide educational services for students and teachers,
- They can provide: Books and Online training materials.

Examples: Online libraries such as: Alexandrina library & EKB

» 2 Customer Support Services: سلسلة كتب الـ

- They are the services provided by companies to help you solve problems or answer your inquiries.

» Contacting Services Providers:

1 Email:

- **Email:** is a **formal** and **professional** way of communication
- It is the best choice when your problem needs a detailed explanation or when you need an official document

» Important Tips for Writing a Good Email:

1 **Clear Subject:** Write a **clear** and **short** subject

2 **Respect:** Start with a formal and respectful **greeting** and finish it with your **signature**.

3 **Stating the Purpose:** Clearly state why you are contacting and information you need.

2 Chatbot Windows (Chatbots):

- **Chatbots:** they are AI computer programs; designed to respond to questions online.

» Advantages of chatbots:

- 1 **Speed:**
 - They give quick responses.
 - The service provider replies within 24 hours, if a real person is needed.
- 2 **Accuracy:**
 - You should write your question clearly and accurately.
 - If your questions are not clear, you will not receive accurate answers.

» Other Ways of Communication:

- 1 **Telephone:** Speak directly with a support employee.
- 2 **Visiting support offices:** Go to the organization's office to submit your request.

Lesson 4 Video Conferences

» Video conferences:

- They are tools that allow people in different places to communicate with each other using audio and video in real time, via the Internet, using **cloud computing**.

» Video Conferencing Tools:

- 1 Microsoft Teams
- 2 Google Meet
- 3 Zoom

» Steps for Using Video Conferences:

- 1 **To create a Meet:**
 - Click on **New Meeting**.
 - **Then click on the option:** Start a meeting instantly, or to create a meeting for **later**.
 - Once you have created your meeting, **copy** the meeting link that Google provides.
 - **Share** it with the meeting participants.
- 2 **To join a Meet,** there are two ways you can join a meeting:
 - Click **the link** that was sent to you. **Or**
 - Copy the meeting **code** or **link**, paste it in the right place, then click the **"Join"** button.

» Rules of video conference:

1 Before the Conference:

- **Check the Technology:** Make sure the **Internet**, **camera**, and **microphone** are working properly, to avoid technical problems during the meeting.

2 During the Conference:

- **Manage Audio and Video:**
 - 1 Click the **microphone** icon to mute or unmute.
 - 2 Click the **camera** icon to turn the video on or off.
- **Be calm and respectful:**
 - 1 Make sure that your **behavior** is appropriate for the meeting.
 - 2 Monitor your notes on the screen.

3 After the Conference:

- You can send a follow-up email.
- Attach the recording to your email, if the meeting was recorded.

Lesson 5 Programming Languages and Digital Problems Solving

» Computers don't understand human language, so we use special languages to communicate with them (**programming languages**).

» Programming languages:

They are a set of rules and symbols that we use to give clear instructions to computer programs.

» The Most Popular Languages on the Web

1 Hyper Text Markup Language (HTML):

- HTML is used to build the **structure** of web pages
- It give the web page its shape.



2 JavaScript:

- JavaScript is used to create **interactive** and **dynamic** web pages, such as moving buttons or pop-up windows.
- It adds "**life**" to the page.



Common Digital Problems and solution

The Problem	Suggested Solutions (Steps)
❶ Corrupted File	❶ Make sure the file represents what you expect. ❷ Try opening it using a different program. ❸ If you are sure the file is corrupted, delete it.
❷ The Device Does Not Charge	❶ Make sure the charging cable is working properly. ❷ Make sure that the power socket or power adapter is working. ❸ If the battery is the problem; you may need to replace it.
❸ Forgetting the Password	❶ Click on the "Forgot Password" link. ❷ Follow the steps to create a strong password.
❹ Ways to Save Files	• Make a backup of your files on : ❶ external drive ❷ a cloud storage like Google Drive or OneDrive.
❺ Undeletable file	• Check if the file name contains special symbols that prevent it from being deleted.

Lesson 6 Image Editing

» Image editing:

- It is the changing and modifying images to make them look better or more attractive.

» It may be to fix mistake in an image or to make it look professional for presentation.

» Image Editing Programs:

- such as GIMP which is abbreviation for GNU Image Manipulation Program.



»» Features of GIMP

- It is **powerful** program.
- It is a **free** program.
- It is **open-source** program that anyone can use and modify its tools.
- You can download it directly from the Internet.

»» Image editing allows us to:

1 Correct flaws:

- Restore original colors of an image or remove excessive camera light.

2 Change Colors:

- Change the background color of an image or a video.
- EX; Make the color of a video frame smoother.

3 Merge Images (blending):

- Combine two different images to become one image (useful in creating presentations).

4 Special Effects (Filters):

- Use filters to make the image **look old** or to add special effects such as **3D**.

»» Modern image editing programs like GIMP use artificial intelligence.

- **Color Adjustment:** AI learns how to adjust the colors of an image so that only the colors you need appear.

February and March Model Exams

Model Exam

1

1 Choose the correct answer:

- 1 What part of the email should you specify the purpose of your message from the beginning?
 - a. Signature of the letter
 - b. Greeting
 - c. Content of the message
 - d. Subject of the message
- 2 GIMP is an abbreviation for Image Manipulation Program.
 - a. General
 - b. GNU
 - c. Global
 - d. Google
- 3 Email is a way of communication.
 - a. Informal
 - b. Random
 - c. Formal / professional
 - d. Personal only
- 4 Which artificial intelligence tool is used to protect your email from malicious messages?
 - a. Voice assistants
 - b. Smart home devices
 - c. Smart navigation systems
 - d. Email filters
- 5 When joining an online meeting, but you don't have the link, which of the following do you need?
 - a. Your email address
 - b. Meeting code
 - c. Username
 - d. Phone number
- 6 Through image editing, you can restore of an image.
 - a. original colors
 - b. the name
 - c. the date
 - d. the location
- 7 When you buy a company's share, you become in that company.
 - a. A lender
 - b. A consumer
 - c. An employee
 - d. A partner

2

- # Model Exam

2

1

- سلسلة كتب الأستاذ

- 4 What is the necessary procedure that must be done before joining the conference to avoid technical problems?
 - a. Eat breakfast
 - b. Write a long letter.
 - c. Check your internet connection and ensure your camera and microphone are working
 - d. Update your operating system
- 5 What is the process of buying and selling goods and services online?
 - a. E-commerce
 - b. Digital investment
 - c. Traditional marketing
 - d. Cloud comparison
- 6 Mention one advantage of chat windows compared to email.
 - a. more formal
 - b. Instant response
 - c. Suitable for explaining long problems
 - d. Difficult to use
- 7 After the meeting, you can send a to the participants.
 - a. meeting code
 - b. follow-up email
 - c. new link
 - d. camera icon

2 Put (✓) or (X):

- 1 Smart search engines are among the most important artificial intelligence tools that help users on the internet. ()
- 2 Instant chat is the process that enables you to obtain a copy of the meeting after it has ended. ()
- 3 The best way to communicate if you need a detailed and professional explanation of a problem is via email. ()
- 4 Microsoft Word is the popular program used as an alternative of GIMP. ()
- 5 Image editing makes images look professional for presentations. ()

- # Model Exam

2 Put (✓) or (X):

- 1 When you buy a share in a company, you become a lender to that company. ()
- 2 Artificial intelligence tools on social media platforms can suggest people to connect with. ()
- 3 If you forget your password, you must guess it in order for it to work. ()
- 4 If you are a participant, you should turn off your camera and microphone when you do not need to use them at the moment. ()
- 5 "Green Companies" are those that focus on increasing pollution to make profit. ()
- 6 The most important element for enabling the recipient to quickly identify the message's purpose in an email is the message subject. ()
- 7 Artificial intelligence does not help in image editing. ()
- 8 The role of artificial intelligence in photo editing programs is to organize and customize colors. ()

Model Exam

4

1 Choose the correct answer:

- 1 What do smart search engines use to rank the results that suit you?
 - a. Store names
 - b. Product colors
 - c. Advertisement images
 - d. Your browsing preferences and past behavior
- 2 In your opinion, why should passwords be strong and unique?
 - a. To protect the account from hacking
 - b. To make it easy to remember
 - c. To keep it short
 - d. To make it easier to share with others
- 3 If you want to make your image look old or have motion blur, what can you use?
 - a. Text editing
 - b. Color organization
 - c. Special effects (Filters)
 - d. Background correction
- 4 If artificial intelligence collects your personal information, it must apply the principle of
 - a. Inclusiveness
 - b. Transparency
 - c. Accuracy
 - d. Privacy
- 5 A person who buys goods and services is called
 - a. Designer
 - b. Programmer
 - c. Consumer
 - d. none of them
- 6 Which programming language is used to create the basic structure of web pages?
 - a. JavaScript
 - b. Paint
 - c. HTML
 - d. None of them
- 7 Modern image editing programs use to help users.
 - a. Artificial Intelligence
 - b. manual tools only
 - c. Wi-Fi
 - d. IoT



2 Put (✓) or (X):

- 1 The principle of transparency requires that the tool's designer be prepared to explain how it works. ()
- 2 Online consumer reviews are a helpful tool for evaluating product quality before purchase. ()
- 3 The function of online comparison sites is to remove unwanted products. ()
- 4 The email sent after the conference is called a follow-up email. ()
- 5 JavaScript language is used to create static web pages only. ()
- 6 Inappropriate behavior during a video conference is unacceptable and should be avoided. ()
- 7 Two images can be merged into one through photo editing. ()
- 8 You have to pay money to use GIMP. ()

Model Exam

5

1 Choose the correct answer:

- 1 What is AI-powered chat programs on websites called?
 - a. Voice assistants
 - b. Navigation applications
 - c. Email
 - d. Chatbots
- 2 Which of the following is a flaw in an image and can be fixed by editing?
 - a. excessive camera light
 - b. Slow Internet
 - c. Video volume is low
 - d. Difficulty in typing
- 3 What is the best option to protect files from permanent loss?
 - a. Save the file to the Recycle Bin
 - b. Save it to your desktop.
 - c. Save it to a USB drive
 - d. Save it to cloud storage
- 4 What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
 - a. Hypotheses
 - b. Algorithms
 - c. Records
 - d. Statistical models

- 5 What gives you a part of ownership in a company?
 - a. Bonds
 - b. Sukuk
 - c. Shares
 - d. Coupons
- 6 What is the name of the process that makes two different images appear as one image in a presentation?
 - a. Color correction
 - b. Changing the background
 - c. merging images
 - d. Cropping the image
- 7 What is a file called when it does not work properly?
 - a. Normal file
 - b. Corrupted file
 - c. Saved file
 - d. Temporary file

2 Put (✓) or (X):

- 1 What an investor should consider when choosing companies to support the environment is that the company is environmentally friendly and follows ethical standards. ()
- 2 Email is a random means of communication. ()
- 3 Video conferencing allows for direct written communication. ()
- 4 If the message "File is corrupt" appears, this means that the keyboard is not working. ()
- 5 To make an image look like it is moving or has motion blur, we use special effects (filters). ()
- 6 It is ethical to deliberately omit data from a specific group of people when training artificial intelligence tools. ()
- 7 When attempting to delete a file that cannot be deleted, check if it contains any special characters. ()
- 8 Artificial intelligence is the technology that enables machines to use human traits in problem-solving. ()

Answers

MODEL (1)

1 1 d 2 b 3 c 4 d 5 b
6 a 7 d

2 1 ✓ 2 X 3 ✓ 4 ✓ 5 ✓
6 X 7 ✓ 8 X

MODEL (2)

1 1 d 2 b 3 c 4 c 5 a
6 b 7 b

2 1 ✓ 2 X 3 ✓ 4 X 5 ✓
6 ✓ 7 X 8 ✓

MODEL (3)

1 1 b 2 d 3 c 4 b 5 c
6 a 7 b

2 1 X 2 ✓ 3 X 4 ✓ 5 X
6 ✓ 7 X 8 ✓

MODEL (4)

1 1 d 2 a 3 c 4 d 5 c
6 c 7 a

2 1 ✓ 2 ✓ 3 X 4 ✓ 5 X
6 ✓ 7 ✓ 8 X

MODEL (5)

1 1 d 2 a 3 d 4 b 5 c
6 c 7 b

2 1 ✓ 2 X 3 ✓ 4 X 5 ✓
6 X 7 ✓ 8 ✓

Lesson 1

» ICT helps us build a better environment through:

- 1 **Clean Vehicles:** they do not emit harmful exhaust gases, so they reduce pollution and protect our health.
- 2 **Energy Saving:** by managing energy consumption smartly, reducing the waste of resources.
- 3 **Increasing Job Opportunities:**
in the field of clean transportation or smart services.

» ICT and Faster Services (Online Booking) :

- **Online booking:** It is using websites or applications to request and book a service or appointment without going to its place.
- This saves **effort** and helps you organize your **time**.

» How Do These Tools Work?

- 1 **Global Positioning System (GPS):** accurately determines your location and the vehicle's location, and suggests the best and fastest route.
- 2 **Smart Applications:** allow electronic payment and show the cost before you start.
- 3 **Notifications and Reminders:** send you a message about the arrival time of the vehicle or remind you of your booking time.

» Designing an ICT Tool to Solve a Transportation Problem:

Traditional Methods	Technological Solutions (Using ICT)
• Waiting at the bus stop without Knowing the bus arrival time	• Using a GPS tracking application to see bus location on the map
• Cash payment to the driver, which may expose you to losing money	• Using electronic payment via mobile, which is more secure
• Wasting time and exposure to traffic and pollution	• Saving time, reducing pollution, and increasing safety

Lesson 2

»» The Operating System:

- It is the program that makes the computer work and responsible for running different programs
- Without an operating system, a computer cannot function or interact with the user

»» The operating system helps you to:

- 1 Manage files and folders.
- 2 Run different programs.
- 3 Control device components such as the screen, mouse, and keyboard.

»» Examples of operating systems:

- 1 Windows: from Microsoft
- 2 macOS: from Apple
- 3 Linux.
- 4 Android / iOS: for smartphones and tablets

»» Changing System Settings through:

- Control Panel (in Windows) or Setting (on smartphones)
- Some settings that can be changed include:
 - 1 Changing the desktop background.
 - 2 Adjusting the volume level.
 - 3 Changing the language, date, and time.
 - 4 Connecting to the internet network (Wi-Fi).

»» Installing Programs and Applications:

»» Programs: are tools that help us perform specific tasks, such as writing, drawing, or learning.

»» To install a program on a computer:

- 1 Download it from the internet or from a compact disc (CD)
- 2 Follow the installation steps.

»» To install a program on smartphones:

- applications are downloaded from the store such as:
 Play Store: on Android devices.
 App Store: on iPhone devices.
- After installation, the application icon appears on the screen, can be opened by clicking on it.

Lesson 3

»» Microsoft Word:

- is one of the most popular word processing programs in the world.
- It helps you write and format reports, insert images, tables, and headings

»» Components of Microsoft Word Interface:

Menu Bar	• It contains commands such as "File", "Insert", and "Layout".
Toolbar	• It includes buttons for formatting text , such as changing color. and the font size
Writing Area	• The place where you write the report.

»» Steps to Write a Simple Report:

- 1 Open the Microsoft Word program.
- 2 Choose "New Document".
- 3 Write the report title.
- 4 Add text and images through the "Insert" menu.
- 5 Format the text using the tools in the top ribbon.
- 6 Save the file with a suitable name through the "File" menu, then select "Save".

» **Messaging services:** help us exchange messages, images, and files quickly and easily via the **internet**.



1 WhatsApp

2 Messenger

3 Telegram

» **Tips for Using Messaging Safely:**

- Do not share your personal information with strangers.
- Do not open suspicious or unknown links.
- Use messaging services for useful purposes such as studying or communication with friends and teachers.
- Respect others in your messages and avoid spreading rumors

Lesson 4

» **A presentation:** It is a collection of slides used to present information and ideas.

- It helps you deliver your message clearly and attractively by using text, images, shapes, and animations.
- **Slides:** the spaces where we write text and add images in PowerPoint.

» **Microsoft PowerPoint: Your Friend in Creativity:**

- Microsoft PowerPoint, part of the **Microsoft Office** suite, is one of the most popular and easiest programs used to create presentations.
- PowerPoint has easy-to-use tools, such as drawing and writing tools, and many animation options.
- Animation options make your slides move and look attractive and engaging.
- Using PowerPoint makes you like a creative director, turning your ideas into a short video and telling a story using animated images and music.

» Basic PowerPoint Tools:

Tool Name	Location	Function
File Tab	Top left	To save the presentation, To open it, or To print it.
Taskbar (Home tab)	At the top	- Contains important formatting commands such as changing: - font size, type and text color
Tabs	At the top of the screen Such as: "Design", "Insert", and "Animations "	Each tab contains a group of specialized tools.
Design Tab	One of the main tabs	- choose the "slide size" to format the slide shape. - choose the "Theme" to change the background and colors to create an attractive design
Insert Tab	One of the main tabs	Used to add new elements to the slide, such as: Pictures, Shapes, Charts and Videos
Review Tab	One of the main tabs	Responsible for checking words and ensuring there are no spelling errors

Lesson 5

» A database:

- It is a way to store and organize large amounts of data and information inside a computer, making it easy to analyze, search, and modify.

» Importance of Database:

- It helps us collect information about people, places, or things, and makes managing this information easier.

E.X A school uses a database to organize information about its students (such as student name and ID).

» Excel: A Database-Building Tool

- 1 We can use **Microsoft Excel** to create **simple databases**.
- 2 Microsoft Excel can also be used for: **Sorting, Adding, Subtracting, Multiplying, Dividing, and Filtering**.
- 3 Excel used to create tables made up of columns and rows.
 - In a database, a column is called a Field which represents the type of information (such as a student's name).,
 - A row is called a Record, and it represents all information about one item (such as the data of one student).

» Steps to Create a Simple Database in Excel:

- 1 **Define the Columns (Fields):** Write headings in the first row (field names),
e.g., "ID Number", "Class Name", "Student's Name".
- 2 **Enter the Data (Records):** Fill in data from the second row under each column.

③ **Add New Columns:** Right-click a column heading, choose "Insert Column"; it will be added and formatted automatically.

- Excel is an excellent program to perform mathematical operations.
- When dealing with a database that contains numbers (such as students' grades or expenses), you can use **Formulas**.
- **The golden rule:** To create a formula, You must start with the " = " sign.

» **Examples of Formulas:** To add specific cells, subtract cells, and calculate an average (addition then division).

Lesson 6

» **SmartArt:** They are ready-to-use graphics and shapes in PowerPoint that help you show information visually in an organized way, using a series of steps or clear relationships.

» **Importance of Flowcharts (SmartArt):**

- ① They make your presentation **more engaging**.
- ② They help the audience understand complex information or project steps easily and quickly than reading long texts.
- ③ They help you to illustrate the stages of a plant's life cycle, steps to prepare a meal, or team organization in a project.

» **Steps to Insert and Customize SmartArt in PowerPoint:**

Step 1: Insert

- ① Click "Insert" tab in the top ribbon of PowerPoint.
- ② Look for the "SmartArt" icon and click it.
- ③ A dialog box will appear showing many chart types.

Step 2: Choose the Type

- 1 Select the suitable type to represents your information.
 - If your information consists of series of steps, choose from the "List", "Process", or "Cycle" categories.
- 2 Click the chart you prefer in the dialog box, then click "OK" to insert it to the slide.

Step 3: Add Text

- 1 Click the [Text] or [Flowchart] that appears on the slide.
- 2 Start writing the information or steps you want to explain inside the text boxes in the chart.

Step 4: Customize and Beautify Your Flowchart

- 1 Click on the flowchart. Two new tabs will appear at the top: "SmartArt Design" and "Format".
- 2 In SmartArt Design, you can:
 - Change Colors to make your slides more attractive.
 - Choose a new style from SmartArt Style to change how your boxes and shapes look.

Model Exams - Part 2

Model Exam

1

1 Choose the correct answer:

- To add a new image to a slide, we use the tab.
 - Animations
 - Design
 - Insert
 - View
- The tool that helps the driver find the best route to avoid traffic is part of a system
 - Central cooling
 - Navigation and routing
 - Play and entertainment
 - Smart lighting
- Which of the following is NOT an operating system?
 - Android
 - Facebook
 - Windows
 - Mac
- Which program is used to write reports?
 - Excel
 - PowerPoint
 - Word
 - Paint
- Examples of operating systems for smartphones include
 - Android
 - iOS
 - Windows
 - both a and b
- In Excel, the row that contains complete information about one person is called
 - Field
 - Record
 - Column
 - Workbook
- To start writing inside the flowchart, you must click on the that appears on the slide.
 - empty space
 - [Text] box
 - scroll bar
 - close button

2 Put (✓) or (X):

- 1 A school bus tracking app helps students organize their time and arrive on time. ()
- 2 The iPhone app store is called the Play Store. ()
- 3 One of the most important skills of using PowerPoint effectively is the ability to deliver your idea and make audience engaged. ()
- 4 Proposing a new idea for an application design is a form of innovation. ()
- 5 One of the safety rules in messaging is not opening suspicious links. ()
- 6 In Excel, a field represents all information about one item. ()
- 7 The first step to create a simple database in Excel is defining and writing the column headings (fields) in the first row. ()
- 8 SmartArt cannot be inserted from the "Insert" menu in PowerPoint. ()

Model Exam

2

1 Choose the correct answer:

- 1 One of the benefits of booking online for everyday services
 - a. Saving time and effort
 - b. Increasing waiting times
 - c. Excessive use of paper
 - d. Complicating procedures
- 2 The command used to insert an image into a document is
 - a. File
 - b. View
 - c. Layout
 - d. Insert
- 3 To change the screen background, we use
 - a. Keyboard
 - b. Control Panel
 - c. Recycle Bin
 - d. Browser

- 4 What is the most famous and commonly used program for creating presentations?
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Microsoft PowerPoint
 - d. Microsoft Paint
- 5 Which company developed the Windows operating system?
 - a. Google
 - b. Apple
 - c. Microsoft
 - d. Linux
- 6 Microsoft Excel is used to create and manage
 - a. Daily notes
 - b. Electronic games
 - c. Databases
 - d. Animated graphics
- 7 Which tool can be used to represent the stages of a "life cycle" of something?
 - a. List
 - b. Relation
 - c. Matrix
 - d. Cycle

2 Put (✓) or (X):

- 1 Technology contributes to increased carbon emissions in the environment. ()
- 2 The operating system in Apple mobile devices is ios. ()
- 3 Excel is an example of a messaging service. ()
- 4 Slides in PowerPoint are the spaces where we write text and add images. ()
- 5 It is possible to book a doctor's appointment online without going to the clinic. ()
- 6 The computer's operating system is responsible for running programs and organizing the device. ()
- 7 The program that uses tables made of rows and columns to create databases is Microsoft Word. ()
- 8 The "Process" category of SmartArt is used to represent sequential steps. ()

Model Exam

3

1 Choose the correct answer:

- 1 If a transportation company relies on electronic payment instead of cash payment, this increases
 - a. Safety
 - b. Pollution
 - c. Fuel consumption
 - d. Breakdowns
- 2 The writing area in Word is the place where we
 - a. Change the language
 - b. Write text
 - c. Save files
 - d. Display images only
- 3 Where can you download applications on a smartphone?
 - a. Recycle Bin
 - b. Settings
 - c. File Manager
 - d. App Store
- 4 If a booking app sends you a message about the departure time, this service is called
 - a. Automatic notifications
 - b. Central heating
 - c. Photography
 - d. Smart lighting
- 5 If you want to change the shape and color of the slide background, you should use the tab.
 - a. File
 - b. Insert
 - c. Review
 - d. Design
- 6 What symbol should be written first to create a formula in Excel?
 - a. +
 - b. -
 - c. *
 - d. =
- 7 To change the flowchart colors, go to the tab that appears after insertion.
 - a. SmartArt Design
 - b. Format
 - c. Review
 - d. Slide Show

2 Put (✓) or (X):

- 1 There is no difference in time or effort between traditional booking and online booking. ()
- 2 When installing a new program on your computer, you must follow the installation steps. ()
- 3 Images can be inserted into a document through the "Insert" menu. ()
- 4 The "Animations" tab is used to add visual effects to elements in a slide. ()
- 5 Suggesting a new idea to design an app is a form of innovation. ()
- 6 A computer can function without an operating system. ()
- 7 To sort data from smallest to largest, we use the Sort tool. ()
- 8 The colors or design of SmartArt cannot be changed after you insert it. ()

Model Exam

4

1 Choose the correct answer:

- 1 Which of the following is a traditional problem solved by online booking systems?
 - a. Staying at home
 - b. Using a phone
 - c. Standing in a long queue
 - d. Browsing the internet
- 2 Changing the language and date in system settings helps in
 - a. Improving sound
 - b. Organizing device usage
 - c. Deleting files
 - d. Installing programs
- 3 An example of a messaging application is
 - a. Word
 - b. Paint
 - c. Excel
 - d. WhatsApp

- series of steps for completing a project,
..... Flowchart category.

When a company adopts electronic payments, it reduces cash consumption.

- n company adopts electronic payment
consumption.
- device language, go to the app store
- erPoint means inserting an image ins
- ent in Word, we use the "Insert" me
- nt is more secure than using cash.
- l is used to change settings in Wind
- analyzing and modifying data is to
- to show information in an organize

Model Exam

5

1 Choose the correct answer:

- 1 When you use an app to find the school bus, you are exploring the types of ICT tools used in
 - a. Building houses
 - b. E-learning
 - c. Modern agriculture
 - d. Smart transportation systems
- 2 In PowerPoint, the bar that contains commands such as changing font size is
 - a. File bar
 - b. Animation bar
 - c. Status bar
 - d. Home tab
- 3 One of the common tools you learned that helps you organize data in Excel is
 - a. Insert picture
 - b. Sort
 - c. Add WordArt
 - d. Draw a circle
- 4 What is the main component used in online booking applications to determine locations?
 - a. Cooling system
 - b. Cash payment system
 - c. Global Positioning System (GPS)
 - d. Solar energy system
- 5 The applications store on Android devices is called
 - a. App Store
 - b. Apple Store
 - c. Windows Store
 - d. Play Store
- 6 To save a file, we choose the command
 - a. Open
 - b. Print
 - c. Save
 - d. Exit
- 7 To add a SmartArt chart to a slide, start by clicking the tab.
 - a. Design
 - b. Review
 - c. Insert
 - d. Animations



2 Put (✓) or (X):

- 1 You can book a doctor's appointment online without having to go to the clinic. ()
- 2 The place from which you can download applications on the phone is the file manager. ()
- 3 Microsoft Word is used for word processing and writing reports. ()
- 4 Charts are used in PowerPoint to clarify data and numbers in a simple way. ()
- 5 Traditional methods help you know the bus arrival time exactly. ()
- 6 When you use a formula such as =B2-B3, you are performing a subtraction. ()
- 7 You can only install programs on a computer from a CD. ()
- 8 One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. ()



Answers

MODEL (1)

1 1 c 2 b 3 b 4 c
5 d 6 b 7 b

2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

MODEL (2)

1 1 a 2 d 3 b 4 c
5 c 6 c 7 d

2 1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✓ 7 ✗ 8 ✓

MODEL (3)

1 1 a 2 b 3 d 4 a
5 d 6 d 7 a

2 1 ✗ 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

MODEL (4)

1 1 c 2 b 3 d 4 d
5 a 6 c 7 d

2 1 ✗ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✗ 8 ✓

MODEL (5)

1 1 d 2 d 3 b 4 c
5 d 6 c 7 c

2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

كيفية طباعة صفحات معينة من ملف معين مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

الترم الثاني



Unit 3

Put (✓) or (X)

- 1- Artificial intelligence is the technology that enables machines to use human traits to solve problems.
- 2- The principle of transparency requires the tool's designer to be ready to explain how it works.
- 3- Language processing tools help in drafting writing and emails.
- 4- It is ethical when designing AI tools to ignore the data of a specific group of people during training.
- 5- The AI tool that suggests people for you to connect with on social media is the social media platforms themselves providing suggestions.
- 6- Facial recognition is used to verify your identity to unlock your phone.
- 7- Voice assistants are digital robots that answer your questions or execute your requests via voice commands.
- 8- Alexa is an example of digital robots that answer your questions or execute your requests via voice commands.
- 9- AI tools should include all users, not just a specific group; everyone must benefit.
- 10- Artificial intelligence relies on algorithms to solve problems and make decisions.
- 11- It is preferable for AI data to be biased toward its designers only.
- 12- Personal information should leak during the design of AI tools and be available to everyone.
- 13- AI tools must rely on the personal opinions or viewpoints of their designers.
- 14- Ethical rules must be followed when designing artificial intelligence tools.
- 15- Email spam filter prevents dangerous messages and malicious mails from reaching your inbox by using AI tools.
- 16- E-commerce is the process of buying and selling goods and services over the internet.
- 17- When buying shares in a company, you become a partner owning a small part of that company.
- 18- Electronic investment cannot be used to buy stocks and bonds.
- 19- When you buy bonds, you are lending the company a sum of money to support its sustainable projects.
- 20- Bonds can be managed easily through reliable websites.
- 21- Reviews help measure the quality of a product or service before purchase, assisting in making the right decision.
- 22- Companies that offer something good to the world, such as those that preserve the environment, should be supported.

- 23-** Online comparison sites provide evaluations of quality, price, and different features for each product to choose the best.
- 24-** When searching for a specific product, search engines use artificial intelligence to analyze previous data and preferences.
- 25-** Search engines are considered technological search tools that can be used for online shopping.
- 26-** It is impossible to use online shopping.
- 27-** Search engines provide personalized suggestions that match the consumer's preferences.
- 28-** Consumers can use electronic comparison sites to make the right decision when buying a product.
- 29-** Attention must be paid to ethical and sustainable investment to support companies.
- 30-** Company products must be of high quality and their resources must be environmentally friendly.
- 31-** The best means of communication if you need a detailed and professional explanation of a problem is email.
- 32-** Chatbots (chat windows) are always the best way to communicate regarding complex problems.
- 33-** Online consumer reviews are considered a helpful tool in evaluating the quality of a commodity before purchase.
- 34-** Social media messages are always the most appropriate way to provide accurate and professional information.
- 35-** The most important element for enabling the recipient to quickly identify the purpose of the email message is the "Subject" line.
- 36-** Chatbots are programs that run on artificial intelligence technologies and are designed to respond to questions directly online.
- 37-** Educational Service Providers (ESPs) are organizations that provide various educational services for students and teachers.
- 38-** It is not possible to communicate with educational service providers through chat windows.
- 39-** It is difficult for students to learn through educational service providers.
- 40-** Chatbots are real people who respond to messages in chat windows.
- 41-** If your questions are not clear when using chat windows, you will not receive accurate answers.
- 42-** You can communicate with service providers through telephone communication windows, speaking directly with a support employee.
- 43-** Email communication is a formal and professional way to communicate with educational service providers.

- 44-** Start the message with a formal and respectful greeting (such as "Greetings", and end) it with your signature when using email for communication.
- 45-** An example of an educational service provider is the Egyptian Knowledge Bank (EKB).
- 46-** To create a new meeting, you must click on the "New Meeting" option.
- 47-** If you are a participant, you should turn off the camera and microphone when you do not need to use them at the moment.
- 48-** Video conferences allow for direct written communication between people.
- 49-** The email sent after a conference is called a "follow-up email."
- 50-** Inappropriate behavior during a video conference is considered improper and should be avoided.
- 51-** Ensure that your behavior is decent and appropriate for the meeting.
- 52-** Make sure the internet is working well before joining the meeting.
- 53-** Microsoft Word is considered a video chat program.
- 54-** Cloud computing services do not have tools for simultaneous direct communication.
- 55-** Video conferences can be done through the Google Meet program.
- 56-** You can copy the meeting link and share it with the people you want to join the video meeting.
- 57-** It is impossible to turn off the microphone during a video meeting in the Zoom program.
- 58-** After the meeting, if the meeting settings allow, you can obtain a recording of the meeting.
- 59-** You can create an instant meeting or create a meeting for a later time when creating a new meeting in Google Meet.
- 60-** When you receive a meeting link in Google Meet, you can send it to anyone without seeking permission from the owner of the meeting link.
- 61-** Many organizations use video conferencing for various purposes (such as study or work).
- 62-** Microsoft Teams is considered one of the programs for holding real-time video conferences.
- 63-** If a "file is corrupt" message appears, you should try opening it using another program.
- 64-** The JavaScript language is used to create static web pages only.
- 65-** The best way to protect files from permanent loss is to save them on cloud storage.
- 66-** When you forget the password, you must guess it until it works.
- 67-** When trying to delete a file and it is not deleted, you should check if it contains special symbols.

- 68-** HTML is used to build the structure of web pages.
- 69-** JavaScript is used to create dynamic (interactive) web pages.
- 70-** Dynamic web content can be changed based on user interactions with the application or website.
- 71-** Static web content remains the same for every user who visits the website.
- 72-** We use programming languages to write computer programs.
- 73-** Make sure you are not using another file name when an error message appears while trying to save the file.
- 74-** You can save files to an external disk to protect them from loss.
- 75-** Strong and unique passwords must be created for each account.
- 76-** It is difficult to use password management software to create strong passwords.
- 77-** You may need to replace the battery if it is the source of the problem when the device is unable to charge.
- 78-** Programming languages are a set of rules and symbols used to give clear instructions to computer programs.
- 79-** If the device is not charging, make sure the charging cable or power outlet is working properly.
- 80-** A temporarily deleted file can be restored from the Recycle Bin on the computer.
- 81-** To make an image look like it's moving or has motion blur, we use special effects (filters).
- 82-** Two images can be merged into one through image editing.
- 83-** The role of artificial intelligence in image editing programs is to organize and customize colors.
- 84-** The famous program used as an alternative to GIMP is Microsoft Word.
- 85-** If there is a defect or flaw in the image due to camera light, image editing helps correct it and restore it to its original state.
- 86-** It is difficult to use GIMP to edit old photos.
- 87-** AI learns how to adjust the colors of an image so that only the colors you need appear.
- 88-** AI tools cannot be used in image editing.
- 89-** Image editing aims to change images and make them look more attractive.
- 90-** GIMP cannot be downloaded on the computer.
- 91-** The color of a person's coat in an image can be changed using GIMP tools.
- 92-** GIMP can be used on different operating systems.
- 93-** Images can be saved in GIMP in PDF format.
- 94-** Special effects can be used to make images look old.
- 95-** GIMP is effective and lightweight and can be used directly on its website.



Choose the correct answer from the following options:

1. Artificial intelligence simulates

- A. Rocket speed.
- B. Human traits in problem-solving and logic.
- C. Cloud movement.
- D. Electrical signals in circuits.

2. Used to protect your email from dangerous messages

- A. Voice assistants.
- B. Smart home devices.
- C. Email filters.
- D. Smart navigation systems.

3. Considering is an ethical principle that must be applied by AI tool designers.

- A. Bias.
- B. Inclusivity
- C. Bullying.
- D. Theft.

4. prevents AI from making decisions based on personal opinions.

- A. Beneficence.
- B. Responsibility
- C. Unbiased
- D. Transparency.

5. The principle of inclusivity in AI ethics requires:.....

- A. Tools to be used by a specific group only.
- B. Tools to be ready to explain how they work.
- C. Tools to include all users and not just a specific group.
- D. Tools to be protected only from hacking.

6. AI makes machines use logic and in problem-solving.

- A. Handwriting.
- B. Decision making.
- C. Fast travel.
- D. Automatic printing.

7. is considered a common AI tool.

- A. Manual sewing machine.
- B. Navigation applications to guide you to a destination.
- C. Fax machine.
- D. Traditional calculator.

8. Artificial intelligence relies on for learning and problem-solving.

- A. Records.
- B. Algorithms.
- C. Clouds.
- D. Metadata.

9. is the ethical principle related to ensuring society benefits from AI.

- A. Transparency.
- B. Beneficence.
- C. Responsibility.
- D. Justice.

10. If AI collects your personal information, it must apply the principle of:.....

- A. Inclusivity.
- B. Protectiveness (Privacy).
- C. Transparency.
- D. Accuracy.

11. Respecting user privacy is known as when designing AI tools.

- A. Beneficence
- B. Responsibility
- C. Protectiveness
- D. Transparency.

12.refers to the fact that if an AI tool makes a mistake, its designer must admit the error and fix it.

- A. Beneficence
- B. Responsibility
- C. Protectiveness
- D. Transparency.

13. _____ help you in drafting your writing or answers.

- A. Email filters
- B. Language processing tools.
- C. Reservation
- D. Transparency.

14......are digital robots that answer your questions or execute your requests via voice.

- A. Alexa
- B. Siri
- C. A and B together
- D. Microphone.

15.is used to verify your identity and unlock your phone.

- A. Email filters
- B. Language processing tools.
- C. Reservation
- D. Facial recognition.

16.is where goods and services are bought and sold over the internet.

- A. E-commerce.
- B. Digital investment.
- C. Traditional marketing.
- D. Cloud comparison.

17.is used by smart search engines to provide personalized suggestions and classify products according to their relevance to the user.

- A. Font size
- B. Artificial Intelligence.
- C. Page design
- D. Calculator.

18. When buying a share in a company, you become a for that company.

- A. Lender
- B. Consumer
- C. Employee
- D. Partner.

19. The importance of reviewing official company websites before investing to.....

- A. Confirm the company logo color.
- B. Follow new products.

C. Know the number of employees.

D. Ensure the ethical rules followed by the company.

20.is the function of electronic comparison sites.

A. Hiding product prices.

C. Deleting unwanted products.

B. Comparing product specifications and prices in one place.

D. Collecting reviews from friends and relatives only.

21. E-commerce is the buying and selling of goods and services via.....

A. The Internet

B. Regular mail.

C. Traditional market

D. Libraries.

22. give you a part of ownership in a company.

A. Bonds

B. Sukuk

C. Shares

D. Vouchers.

23. Which technological tool helps you compare prices and specifications when buying a laptop?.....

A. Traditional search engines

B. Shopping sites.

C. Online comparison sites

D. Old applications.

24. An investor must consider in the companies they choose to support the environment.

A. Increasing profits only

B. That the company is very large.

C. That the company is eco-friendly and follows ethical rules

D. Number of employees.

25. The importance of using technology in making online purchasing decisions has increased because.....

A. To reduce the number of available options.

B. The choices of options and products has become very large.

C. Stores have become closed

D. To facilitate travel.

26.is considered an AI tool that helps the consumer.

A. Using a calculator

B. Smart search engines

C. Hand writing.

27. The person who buys goods and services is called.....

A. Designer

B. Programmer

C. Consumer

D. Seller.

28. Investing in a company's bonds means that you.....

- A. Get free goods from it
- B. Lend the company a sum of money.
- C. Own all the company's shares.

28. Investing in a company's shares should be for the purpose of

- A. Wasting money
- B. Causing fraud to others.
- C. Supporting the company and achieving gains.

29.is used by smart search engines to categorize the results that suit you.

- A. Color of products.
- C. Names of stores.
- B. Your preferences and previous browsing behavior.

30.are organizations that provide support to students and teachers in the field of education.

- A. Educational Service Providers (ESP)
- B. Public transportation services.
- C. Retail companies
- D. Sports training centers.

31. The importance of having a clear subject in an email message is.....

- A. To increase the message size
- B. To change the font color.
- C. to help the recipient knows the purpose of the message
- D. To add images.

32.are chat programs that run on AI on websites.

- A. Voice assistants
- B. Navigation applications.
- C. Email
- D. chat windows (Chatbots).

33. Your questions must be clear when using a chat window in order to.....

- A. Take more time
- B. Reduce internet usage.
- C. Speed up the device
- D. Get accurate answers.

34.is the first step you should start with when writing the content of an email message.

- A. Starting with a formal and respectful greeting
- B. Writing attachments.
- C. Ending the message with your signature
- D. Adding images.

35. Email is considered a means of communication.

- A. Informal
- B. Random
- C. Formal and professional.
- D. Personal only.

36. If your problem requires a very quick response, you can use.....

- A. Sending a fax
- B. A traditional email message.
- C. A chat window (because it provides an instant response)
- D. Calling by phone.

37. Chat windows use to understand user questions.

- A. Programs designed with artificial intelligence.
- B. A calculator
- C. A hard disk drive
- D. A browser.

38. The is the part where you must define the goal of your message from the beginning in an email.

- A. Message signature
- B. Beginning of the greeting.
- C. Message content
- D. Subject line.

39.is one of the features of chat windows compared to email.

- A. A more formal means
- B. Instant response.
- C. Suitable for explaining long problems
- D. Difficult to use.

40.are services provided by companies to help you solve problems or answer your inquiries.

- A. Customer support service
- B. Travel.
- C. Playing
- D. Fun.

41. If your questions are not in communication via chat windows, you will not get accurate answers.

- A. Difficult
- B. Clear
- C. Complex
- D. Unimportant.

42. Means of communication with Educational Service Providers (ESPs) include.

- A. Email
- B. Chat windows.
- C. Telephone communication windows
- D. All of the above.

43. It is essential to express your request accurately and clearly when communicating with because they are not real people.

- A. Chatbots
- B. Telephone calls
- C. Email
- D. An employee.

44.are among the important tips for writing a good email.

- A. Respect
- B. Expressing the purpose.
- C. Clarity
- D. All of the above.

45. Video conferences allow communication via between people.

A. Written text messages only

B. Static images only.

C. Voice and image at the same time

D. Email.

46. is the first step you take when you want to create a new video meeting.

A. Sending an email

B. Clicking on the "End Call" option.

C. Sharing the screen

D. Clicking on the "New Meeting" option.

47.is one of the digital tools used in video conferencing.

A. Presentations

B. Instant chat.

C. Zoom

D. Audio recording.

48. Video conferences allow you to communicate at the time.

A. Same

B. Next day

C. Last week

D. Next month.

49. If you want to join an existing meeting and do not have the link, what can you use instead?.....

A. Your email

B. Meeting code

C. Store name

D. Phone number.

50.is the process that enables you to obtain a copy of the meeting after it ends.

A. Instant chat

B. Entering the meeting.

C. Sharing the screen

D. Meeting recording.

51. The "Join" button in video conferencing programs is used to.....

A. Enter the meeting

B. Create a new link.

C. Turn off the camera

D. Share the screen.

52.is the technological environment in which video conferences take place and allows for remote application use.

A. Memory card

B. Computer

C. Cloud computing

D. Hard disk.

53.is the necessary procedure to be performed before joining a video conference to avoid technical problems.

A. Eating food

B. Updating the operating system.

C. Writing a long message.

D. Checking the internet connection and ensuring the camera and microphone are working.

54. After the meeting, you should.....

A. Follow up and record (or obtain the recording).

B. Manage audio and video

C. Camera

D. Audio.

55. During the meeting, you should.....

A. Ensure your behavior is decent and appropriate for the meeting.

B. Speak at any time

C. Eat food

D. Not follow the lecturer.

56. Copy the and share it with the people you want to join.

A. Audio

B. Camera

C. Microphone

D. Meeting link.

57. The _____ program can be used to hold a video conference.

A. Word

B. Excel

C. PowerPoint

D. Teams

58.are tools that allow people in different places to communicate with each other using voice and image in real time.

A. Video conferences

B. Excel

C. PowerPoint

D. Word

59.is the programming language used to create the basic structure of web pages.

A. JavaScript

B. Python

C. HTML

D. CSS

60. If your device is not charging, you should check the.

A. Device volume level.

B. Today's date.

C. Internal battery

D. Charging cable or power socket.

61.is the language that adds interaction and movement to web pages.

A. JavaScript

B. Python

C. HTML

D. CSS

62.is the best option to protect files from permanent loss.

A. Saving the file in the Recycle Bin

B. Saving it on the desktop.

C. Saving it on a USB disk

D. Saving it on cloud storage.

63.is the last step that should be taken if all solutions failed to fix a corrupted file.

A. Trying to open it with different programs

B. Deleting the corrupt file.

C. Sending the file to a friend

D. Restarting the device.

64. Programming languages are symbols and rules that give _____ to the computer.

A. Instructions or commands

B. Static images.

C. Songs

D. Text files.

65.is the problem where the file is not work properly.

A. Normal file

B. Corrupt file

C. Saved file

D. Temporary file.

66. HTML creates the structure, and JavaScript creates _____ on the page.

A. The structure only

B. Special symbols.

C. Texts

D. Interactivity, movement, or dynamics.

67.is a type of storage that allows you to save your files on the internet.

A. Cloud storage

B. Recycle Bin.

C. Internal hard drive

D. External hard drive.

68. Passwords must be strong and unique in order to.

A. Protect the account from hacking

B. Make them easy to remember.

C. Be short

D. Facilitate sharing with others.

69. You must _____ if you try to fix a corrupt file.

A. Try opening it with different programs.

B. Delete the programs.

C. Turn off the device.

D. Restart the device.

70.are a set of rules and symbols used to give clear instructions to computer programs.

A. Cloud storage.

B. Recycle Bin.

C. Programming languages.

D. External hard drive.

71. Passwords for your accounts must be. _____

A. Weak.

B. Strong and different

C. Guessable

D. Easy to predict.

72. You must _____ your files to protect them from loss.

A. Back up

B. Delete

C. Erase

D. Close.

73.software can be used to help you create strong passwords.

- A. Viruses. B. Password management. C. PowerPoint D. Paint.

74.is the main goal of image editing.

- A. Changing images and making them look more attractive.
B. Reducing image clarity.
C. Making images always look old. D. Increasing file size.

75.makes two different images appear as one in a presentation.

- A. Color correction B. Changing the background.
C. Merging images(blending) D. Cropping the image.

76. You can _____ with artificial intelligence in image editing programs.

- A. Delete old files B. Print the image.
C. Organize and customize colors D. Increase camera resolution.

77. GIMP is considered open-source because. _____

- A. It is completely free B. It allows users to modify and develop its tools.
C. It is used online only D. It does not need installation.

78.is a defect that may appear in an image and can be corrected by editing (changing color).

- A. Flaws or excessive camera light B. Slow internet.
C. Low video volume D. Difficulty in writing.

79. Improving images means correcting _____ and restoring colors to their original state.

- A. Background B. Lighting. C. Flaws D. Size.

80. If you want to make your image look old or have motion blur, you can use.....

- A. Text editing. B. Color organization.
C. Special effects (Filters). D. Background correction.

81. You can _____ images to use them in presentations.

- A. Merge images (blending) B. Increase internet speed
C. Change text color D. Write comments

82. Using GIMP requires the user to. _____

- A. Take enough time to learn and practice
- B. Buy the program
- C. Be a professional painter
- D. Have fast internet

83. Special effects in image editing programs are called.....

- A. Filters
- B. Colors
- C. Attachments
- D. Shapes

84. The _____ program is open source and used for editing images for free.

- A. GIMP
- B. Word
- C. Teams
- D. HTML

85.learns how to adjust the colors of an image so that only the colors you need appear.

- A. The book
- B. Artificial Intelligence
- C. Augmented Reality
- D. Operating system

86. You can restore original colors of an image using the _____ feature in GIMP.

- A. Merging
- B. Coloring
- C. Deleting
- D. correcting flaws

87. GIMP is a _____ program.

- A. Closed source
- B. Open source
- C. Complex
- D. Difficult

88.is changing and modifying images to make them look more attractive and beautiful.

- A. Image Editing
- B. Deleting images
- C. Erasing images
- D. Closing images

89. means the designer of AI is ready to explain how the AI tools work.

- A. Beneficence
- B. Responsibility
- C. Protectiveness
- D. Transparency



Answers

Put (✓) or (X)

- 1- Artificial intelligence is the technology that enables machines to use human traits to solve problems. ✓
- 2- The principle of transparency requires the tool's designer to be ready to explain how it works. ✓
- 3- Language processing tools help in drafting writing and emails. ✓
- 4- It is ethical when designing AI tools to ignore the data of a specific group of people during training. X
- 5- The AI tool that suggests people for you to connect with on social media is the social media platforms themselves providing suggestions. ✓
- 6- Facial recognition is used to verify your identity to unlock your phone. ✓
- 7- Voice assistants are digital robots that answer your questions or execute your requests via voice commands. ✓
- 8- Alexa is an example of digital robots that answer your questions or execute your requests via voice commands. ✓
- 9- AI tools should include all users, not just a specific group; everyone must benefit. ✓
- 10- Artificial intelligence relies on algorithms to solve problems and make decisions. ✓
- 11- It is preferable for AI data to be biased toward its designers only. X
- 12- Personal information should leak during the design of AI tools and be available to everyone. X
- 13- AI tools must rely on the personal opinions or viewpoints of their designers. X
- 14- Ethical rules must be followed when designing artificial intelligence tools. ✓
- 15- Email spam filter prevents dangerous messages and malicious mails from reaching your inbox by using AI tools. ✓
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- 19- When you buy bonds, you are lending the company a sum of money to support its sustainable projects. ✓
- 20- Bonds can be managed easily through reliable websites. ✓

- 21- Reviews help measure the quality of a product or service before purchase, assisting in making the right decision. ✓
- 22- Companies that offer something good to the world, such as those that preserve the environment, should be supported. ✓
- 23- Online comparison sites provide evaluations of quality, price, and different features for each product to choose the best. ✓
- 24- When searching for a specific product, search engines use artificial intelligence to analyze previous data and preferences. ✓
- 25- Search engines are considered technological search tools that can be used for online shopping. ✓
- 26- It is impossible to use online shopping. ✗
- 27- Search engines provide personalized suggestions that match the consumer's preferences. ✓
- 28- Consumers can use electronic comparison sites to make the right decision when buying a product. ✓
- 29- Attention must be paid to ethical and sustainable investment to support companies. ✓
- 30- Company products must be of high quality and their resources must be environmentally friendly. ✓
- 31- The best means of communication if you need a detailed and professional explanation of a problem is email. ✓
- 32- Chatbots (chat windows) are always the best way to communicate regarding complex problems. ✗
- 33- Online consumer reviews are considered a helpful tool in evaluating the quality of a commodity before purchase. ✓
- 34- Social media messages are always the most appropriate way to provide accurate and professional information. ✗
- 35- The most important element for enabling the recipient to quickly identify the purpose of the email message is the "Subject" line. ✓
- 36- Chatbots are programs that run on artificial intelligence technologies and are designed to respond to questions directly online. ✓
- 37- Educational Service Providers (ESPs) are organizations that provide various educational services for students and teachers. ✓
- 38- It is not possible to communicate with educational service providers through chat windows. ✗
- 39- It is difficult for students to learn through educational service providers. ✗

- 40- Chatbots are real people who respond to messages in chat windows. ✗
- 41- If your questions are not clear when using chat windows, you will not receive accurate answers. ✓
- 42- You can communicate with service providers through telephone communication windows, speaking directly with a support employee. ✓
- 43- Email communication is a formal and professional way to communicate with educational service providers. ✓
- 44- Start the message with a formal and respectful greeting (such as "Greetings", and end) it with your signature when using email for communication. ✓
- 45- An example of an educational service provider is the Egyptian Knowledge Bank (EKB). ✓
- 46- To create a new meeting, you must click on the "New Meeting" option. ✓
- 47- If you are a participant, you should turn off the camera and microphone when you do not need to use them at the moment. ✓
- 48- Video conferences allow for direct written communication between people. ✓
- 49- The email sent after a conference is called a "follow-up email." ✓
- 50- Inappropriate behavior during a video conference is considered improper and should be avoided. ✓
- 51- Ensure that your behavior is decent and appropriate for the meeting. ✓
- 52- Make sure the internet is working well before joining the meeting. ✓
- 53- Microsoft Word is considered a video chat program. ✗
- 54- Cloud computing services do not have tools for simultaneous direct communication. ✗
- 55- Video conferences can be done through the Google Meet program. ✓
- 56- You can copy the meeting link and share it with the people you want to join the video meeting. ✓
- 57- It is impossible to turn off the microphone during a video meeting in the Zoom program. ✗
- 58- After the meeting, if the meeting settings allow, you can obtain a recording of the meeting. ✓
- 59- You can create an instant meeting or create a meeting for a later time when creating a new meeting in Google Meet. ✓
- 60- When you receive a meeting link in Google Meet, you can send it to anyone without seeking permission from the owner of the meeting link. ✗
- 61- Many organizations use video conferencing for various purposes (such as study or work). ✓

- 62- Microsoft Teams is considered one of the programs for holding real-time video conferences. ✓
- 63- If a "file is corrupt" message appears, you should try opening it using another program. ✓
- 64- The JavaScript language is used to create static web pages only. ✗
- 65- The best way to protect files from permanent loss is to save them on cloud storage. ✓
- 66- When you forget the password, you must guess it until it works. ✗
- 67- When trying to delete a file and it is not deleted, you should check if it contains special symbols. ✓
- 68- HTML is used to build the structure of web pages. ✓
- 69- JavaScript is used to create dynamic (interactive) web pages.
- 70- Dynamic web content can be changed based on user interactions with the application or website. ✓
- 71- Static web content remains the same for every user who visits the website. ✓
- 72- We use programming languages to write computer programs. ✓
- 73- Make sure you are not using another file name when an error message appears while trying to save the file. ✓
- 74- You can save files to an external disk to protect them from loss. ✓
- 75- Strong and unique passwords must be created for each account. ✓
- 76- It is difficult to use password management software to create strong passwords. ✗
- 77- You may need to replace the battery if it is the source of the problem when the device is unable to charge. ✓
- 78- Programming languages are a set of rules and symbols used to give clear instructions to computer programs. ✓
- 79- If the device is not charging, make sure the charging cable or power outlet is working properly. ✓
- 80- A temporarily deleted file can be restored from the Recycle Bin on the computer. ✓
- 81- To make an image look like it's moving or has motion blur, we use special effects (filters). ✓
- 82- Two images can be merged into one through image editing. ✓
- 83- The role of artificial intelligence in image editing programs is to organize and customize colors. ✓
- 84- The famous program used as an alternative to GIMP is Microsoft Word. ✗

- 85- If there is a defect or flaw in the image due to camera light, image editing helps correct it and restore it to its original state. ✓
- 86- It is difficult to use GIMP to edit old photos. ✗
- 87- AI learns how to adjust the colors of an image so that only the colors you need appear. ✓
- 88- AI tools cannot be used in image editing. ✗
- 89- Image editing aims to change images and make them look more attractive. ✓
- 90- GIMP cannot be downloaded on the computer. ✗
- 91- The color of a person's coat in an image can be changed using GIMP tools. ✓
- 92- GIMP can be used on different operating systems. ✓
- 93- Images can be saved in GIMP in PDF format. ✓
- 94- Special effects can be used to make images look old. ✓
- 95- GIMP is effective and lightweight and can be used directly on its website. ✓

Choose the correct answer from the following options:

1. Artificial intelligence simulates
A. Rocket speed. B. Human traits in problem-solving and logic.
C. Cloud movement. D. Electrical signals in circuits.
2. Used to protect your email from dangerous messages
A. Voice assistants. B. Smart home devices.
C. Email filters. D. Smart navigation systems.
3. Considering is an ethical principle that must be applied by AI tool designers.
A. Bias. B. Inclusivity C. Bullying. D. Theft.
4. prevents AI from making decisions based on personal opinions.
A. Beneficence. B. Responsibility C. Unbiased D. Transparency.
5. The principle of inclusivity in AI ethics requires:.....
A. Tools to be used by a specific group only.
B. Tools to be ready to explain how they work.
C. Tools to include all users and not just a specific group.
D. Tools to be protected only from hacking.



6. AI makes machines use logic and in problem-solving.

A. Handwriting.

B. Decision making.

C. Fast travel.

D. Automatic printing.

7. is considered a common AI tool.

A. Manual sewing machine.

B. Navigation applications to guide you to a destination.

C. Fax machine.

D. Traditional calculator.

8. Artificial intelligence relies on for learning and problem-solving.

A. Records.

B. Algorithms.

C. Clouds.

D. Metadata.

9. is the ethical principle related to ensuring society benefits from AI.

A. Transparency.

B. Beneficence.

C. Responsibility.

D. Justice.

10. If AI collects your personal information, it must apply the principle of:.....

A. Inclusivity.

B. Protectiveness (Privacy).

C. Transparency.

D. Accuracy.

11. Respecting user privacy is known as when designing AI tools.

A. Beneficence

B. Responsibility

C. Protectiveness

D. Transparency.

12. refers to the fact that if an AI tool makes a mistake, its designer must admit the error and fix it.

A. Beneficence

B. Responsibility

C. Protectiveness

D. Transparency.

13. _____ help you in drafting your writing or answers.

A. Email filters

B. Language processing tools.

C. Reservation

D. Transparency.

14. are digital robots that answer your questions or execute your requests via voice.

A. Alexa

B. Siri

C. A and B together

D. Microphone.

15. is used to verify your identity and unlock your phone.

A. Email filters

B. Language processing tools.

C. Reservation

D. Facial recognition.

16.is where goods and services are bought and sold over the internet.

A. E-commerce.

B. Digital investment.

C. Traditional marketing.

D. Cloud comparison.

17.is used by smart search engines to provide personalized suggestions and classify products according to their relevance to the user.

A. Font size

B. Artificial Intelligence.

C. Page design

D. Calculator.

18. When buying a share in a company, you become a for that company.

A. Lender

B. Consumer

C. Employee

D. Partner.

19. The importance of reviewing official company websites before investing to.....

A. Confirm the company logo color.

B. Follow new products.

C. Know the number of employees.

D. Ensure the ethical rules followed by the company.

20.is the function of electronic comparison sites.

A. Hiding product prices.

C. Deleting unwanted products.

B. Comparing product specifications and prices in one place.

D. Collecting reviews from friends and relatives only.

21. E-commerce is the buying and selling of goods and services via.....

A. The Internet

B. Regular mail.

C. Traditional market

D. Libraries.

22.give you a part of ownership in a company.

A. Bonds

B. Sukuk

C. Shares

D. Vouchers.

23. Which technological tool helps you compare prices and specifications when buying a laptop?.....

A. Traditional search engines

B. Shopping sites.

C. Online comparison sites

D. Old applications.

24. An investor must consider in the companies they choose to support the environment.

A. Increasing profits only

B. That the company is very large.

C. That the company is eco-friendly and follows ethical rules D. Number of employees.

25. The importance of using technology in making online purchasing decisions has increased because.....

A. To reduce the number of available options.

B. The choices and products has become very large.

C. Stores have become closed

D. To facilitate travel.

26.is considered an AI tool that helps the consumer.

A. Using a calculator

B. Smart search engines

C. Hand writing.

27. The person who buys goods and services is called.....

A. Designer

B. Programmer

C. **Consumer**

D. Seller.

28. Investing in a company's bonds means that you.....

A. Get free goods from it

B. Lend the company a sum of money.

C. Own all the company's shares.

28. Investing in a company's shares should be for the purpose of

A. Wasting money

B. Causing fraud to others.

C. Supporting the company and achieving gains.

29.is used by smart search engines to categorize the results that suit you.

A. Color of products.

C. Names of stores.

B. Your preferences and previous browsing behavior.

30.are organizations that provide support to students and teachers in the field of education.

A. Educational Service Providers (ESP)

B. Public transportation services.

C. Retail companies

D. Sports training centers.

31. The importance of having a clear subject in an email message to.....

A. increase the message size

B. change the font color.

C. help recipient knows the purpose of the message

D. add images.

32.are chat programs that run on AI on websites.

A. Voice assistants

B. Navigation applications.

C. Email

D. chat windows (Chatbots).

33. Your questions must be clear when using a chat window in order to.....

A. Take more time

B. Reduce internet usage.

C. Speed up the device

D. Get accurate answers.

34.is the first step you should start with when writing the content of an email message.

A. Starting with a formal and respectful greeting

B. Writing attachments.

C. Ending the message with your signature

D. Adding images.

35. Email is considered a means of communication.

A. Informal

B. Random.

C. Formal and professional.

D. Personal only.

36. If your problem requires a very quick response, you can use.....

A. Sending a fax

B. A traditional email message.

C. A chat window (because it provides an instant response)

D. Calling by phone.

37. Chat windows use to understand user questions.

A. Programs designed with artificial intelligence.

B. A calculator

C. A hard disk drive

D. A browser.

38. The is the part where you must define the goal of your message from the beginning in an email.

A. Message signature

B. Beginning of the greeting.

C. Message content

D. Subject line.

39.is one of the features of chat windows compared to email.

A. A more formal means

B. Instant response.

C. Suitable for explaining long problems

D. Difficult to use.

40.are services provided by companies to help you solve problems or answer your inquiries.

- A. Customer support service** **B. Travel.** **C. Playing** **D. Fun.**

41. If your questions are not in communication via chat windows, you will not get accurate answers.

- A. Difficult** **B. Clear** **C. Complex** **D. Unimportant.**

42. Means of communication with Educational Service Providers (ESPs) include.

- A. Email**
- B. Chat windows.**
- C. Telephone communication windows**
- D. All of the above.**

43. It is essential to express your request accurately and clearly when communicating with because they are not real people.

- A. Chatbots B. Telephone calls C. Email D. An employee.

44.are among the important tips for writing a good email.

- A. Respect** **B. Expressing the purpose.**
C. Clarity **D. All of the above.**

45. Video conferences allow communication via between people.

- A. Written text messages only**
- B. Static images only.**
- C. Voice and image at the same time**
- D. Email.**

46. is the first step you take when you want to create a new video meeting.

- A. Sending an email
- B. Clicking on the "End Call" option.
- C. Sharing the screen
- D. Clicking on the "New Meeting" option.

47.is one of the digital tools used in video conferencing.

- A. Presentations** **B. Instant chat.**
C. Zoom **D. Audio recording.**

48. Video conferences allow you to communicate at the time.

- A. Same** **B. Next day** **C. Last week** **D. Next month.**

49. If you want to join an existing meeting and do not have the link, what can you use instead?.....

- A. Your email **B. Meeting code** C. Store name D. Phone number.

50.is the process that enables you to obtain a copy of the meeting after it ends.

- A. Instant chat B. Entering the meeting.
C. Sharing the screen **D. Meeting recording.**

51. The "Join" button in video conferencing programs is used to.....

- A. Enter the meeting** B. Create a new link.
C. Turn off the camera D. Share the screen.

52.is the technological environment in which video conferences take place and allows for remote application use.

- A. Memory card B. Computer **C. Cloud computing** D. Hard disk.

53.is the necessary procedure to be performed before joining a video conference to avoid technical problems.

- A. Eating food B. Updating the operating system.
C. Writing a long message.
D. Checking the internet connection and ensuring the camera and microphone are working.

54. After the meeting, you should.....

A. Follow up and record (or obtain the recording).

- B. Manage audio and video C. Camera D. Audio.

55. During the meeting, you should.....

A. Ensure your behavior is decent and appropriate for the meeting.

- B. Speak at any time C. Eat food D. Not follow the lecturer.

56. Copy the and share it with the people you want to join.

- A. Audio B. Camera C. Microphone **D. Meeting link.**

57. The _____ program can be used to hold a video conference.

- A. Word B. Excel C. PowerPoint **D. Teams**

58.are tools that allow people in different places to communicate with each other using voice and image in real time.

- A. Video conferences** B. Excel C. PowerPoint D. Word

59.is the programming language used to create the basic structure of web pages.

- A. JavaScript B. Python **C. HTML** D. CSS

60. If your device is not charging, you should check the.

- A. Device volume level. B. Today's date.
C. Internal battery **D. Charging cable or power socket.**

61.is the language that adds interaction and movement to web pages.

- A. JavaScript** B. Python C. HTML D. CSS

62.is the best option to protect files from permanent loss.

- A. Saving the file in the Recycle Bin B. Saving it on the desktop.
C. Saving it on a USB disk **D. Saving it on cloud storage.**

63.is the last step that should be taken if all solutions failed to fix a corrupted file.

- A. Trying to open it with different programs **B. Deleting the corrupt file.**
C. Sending the file to a friend D. Restarting the device.

64. Programming languages are symbols and rules that give _____ to the computer.

- A. Instructions or commands** B. Static images.
C. Songs D. Text files.

65.is the problem where the file is not work properly.

- A. Normal file **B. Corrupt file** C. Saved file D. Temporary file.

66. HTML creates the structure, and JavaScript creates _____ on the page.

- A. The structure only B. Special symbols.
C. Texts **D. Interactivity, movement, or dynamics.**

67.is a type of storage that allows you to save your files on the internet.

- A. Cloud storage** B. Recycle Bin.

C. Internal hard drive

D. External hard drive.

68. Passwords must be strong and unique in order to.

A. Protect the account from hacking

B. Make them easy to remember.

C. Be short

D. Facilitate sharing with others.

69. You must _____ if you try to fix a corrupt file.

A. Try opening it with different programs.

B. Delete the programs.

C. Turn off the device.

D. Restart the device.

70.are a set of rules and symbols used to give clear instructions to computer programs.

A. Cloud storage.

B. Recycle Bin.

C. Programming languages.

D. External hard drive.

71. Passwords for your accounts must be. _____

A. Weak.

B. Strong and different

C. Guessable

D. Easy to predict.

72. You must _____ your files to protect them from loss.

A. Back up

B. Delete

C. Erase

D. Close.

73.software can be used to help you create strong passwords.

A. Viruses.

B. Password management.

C. PowerPoint

D. Paint.

74.is the main goal of image editing.

A. Changing images and making them look more attractive.

B. Reducing image clarity.

C. Making images always look old.

D. Increasing file size.

75.makes two different images appear as one in a presentation.

A. Color correction

B. Changing the background.

C. Merging images(blending)

D. Cropping the image.

76. You can _____ with artificial intelligence in image editing programs.

A. Delete old files

B. Print the image.

C. Organize and customize colors

D. Increase camera resolution.

77. GIMP is considered open-source because. _____

- A. It is completely free
- B. It allows users to modify and develop its tools.**
- C. It is used online only
- D. It does not need installation.

78.is a defect that may appear in an image and can be corrected by editing (changing color).

- A. Flaws (impurities) or excessive camera light**
- B. Slow internet.
- C. Low video volume
- D. Difficulty in writing.

79. Improving images means correcting _____ and restoring colors to their original state.

- A. Background
- B. Lighting.
- C. Flaws**
- D. Size.

80. If you want to make your image look old or have motion blur, you can use.....

- A. Text editing.
- B. Color organization.
- C. Special effects (Filters).**
- D. Background correction.

81. You can _____ images to use them in presentations.

- A. Merge images(blending)**
- B. Increase internet speed
- C. Change text color
- D. Write comments

82. Using GIMP requires the user to. _____

- A. Take enough time to learn and practice**
- B. Buy the program
- C. Be a professional painter
- D. Have fast internet

83. Special effects in image editing programs are called.....

- A. Filters**
- B. Colors
- C. Attachments
- D. Shapes

84. The _____ program is open source and used for editing images for free.

- A. GIMP**
- B. Word
- C. Teams
- D. HTML

85.learns how to adjust the colors of an image so that only the colors you need appear.

- A. The book
- B. Artificial Intelligence**
- C. Augmented Reality
- D. Operating system

86. You can restore original colors of an image using the _____ feature in GIMP.

- A. Merging B. Coloring C. Deleting **D. correcting flaws**

87. GIMP is a _____ program.

- A. Closed source **B. Open source** C. Complex D. Difficult

88.is changing and modifying images to make them look more attractive and beautiful.

A. Image Editing

B. Deleting images

C. Erasing images

D. Closing images

89. means the designer of AI is ready to explain how the AI tools work.

- A. Beneficence B. Responsibility C. Protectiveness **D. Transparency**



Unit 4

Choose the correct answer:

1. What is the main component used in online booking applications to determine locations?.....

- A) Cooling syste
- B) Cash payment system
- C) Global Positioning System (GPS(
- D) Solar power system

2. Information and Communication Technology contributes to a better environment by:.

- A) Increasing the number of gasoline-powered cars
- B) Neglecting public transportation
- C) Reducing the number of computers
- D) Supporting the use of zero-emission vehicles

3. One of the benefits of online booking in daily services:.....

- A) Saving time and effort
- B) Increasing waiting time
- C) Excessive use of paper
- D) Complicating procedures

4. If a flight booking app sends you a message to remind you of your departure time, this service is called:.....

- A) Automatic notifications
- B) Central heating
- C) Photography
- D) Smart lighting

5. Which of the following terms stands for "Information and Communication Technology?.....

- A) GBT
- B) ABC
- C) ICT
- D) CPU

6. Which of the following is a traditional problem solved by an online booking system?..

- A) Sitting at home
- B) Using the phone
- C) Standing in a long queue
- D) Browsing the internet

7. When you use an app to find the location of the school bus, you are exploring the types of ICT tools used in:.....

- A) Building houses
- B) E-learning
- C) Modern agriculture
- D) Smart transportation system

8 .If a transportation company relies on electronic payment instead of cash, this increases:.....

- A) Safety B) Pollution C) Fuel consumption D) Breakdowns

9 .The tool that helps the driver know the best route to avoid traffic is part of the system:.....

- A) Central cooling B) Navigation and routing
C) Entertainment D) Smart lighting

10 .The purpose of proposing the design of a new technological tool is:.....

- A) Ignoring problems B) Making manual work more difficult
C) Innovating smart solutions for problems D) Increasing complexity

11 .What is the function of an operating system?.....

- A) Running games only B) Running the device and managing programs
C) Displaying images only D) Increasing internet speed

12 .Where can applications be downloaded on a phone?.....

- A) Recycle Bin B) App Store C) File Manager D) Settings

13 .When adjusting the device's volume, we use:.....

- A) Printer B) Microphone C) Settings D) Recycle Bin

14 .Which program makes a computer work?

- A) Drawing program B) Operating system
C) Word processing program D) Electronic game

15 .Examples of operating systems for phones:.....

- A) Windows only B) Linux C) Android and iOS D) Mac

16 .To change the wallpaper, we use:.....

- A) Keyboard B) Control Panel C) Recycle Bin D) Browser

17 .The app store on Android devices is called:.....

- A) Word Store B) Play Store C) Windows Store D) Apple Store

18 .Changing the language and date from system settings helps in:.....

- A) Improving sound B) Organizing device usage

C) Deleting files

D) Installing software

19 .Which company developed the Windows operating system?.....

A) Google

B) Apple

C) Microsoft

D) Linux

20 .Which of the following is not an operating system?.....

A) Facebook

B) Windows

C) Android

D) Mac

21 .Which program is used to write reports?.....

A) Excel

B) PowerPoint

C) Word

D) Paint

22 .The command used to insert an image into a document is:.....

A) File

B) Insert

C) Layout

D) View

23 .The writing area in Microsoft Word is the place where:.....

A) We change the language

B) We write text

C) We save files

D) We display images only

24 .An example of a messaging application is:.....

A) Word

B) WhatsApp

C) Excel

D) Paint

25 .To protect yourself when using messaging applications, you should:.....

A) Share your phone number with everyone

B) Open all links

C) Not share personal information

D) Ignore privacy settings

26 .To save a file in Word program you can choose from file.

A) delete

B) save

C) Paint

D) Excel

27 .One of the safe ways to use messaging applications is:.....

A) Sharing passwords

B) Not respecting others

C) Using the application for useful purposes

D) Opening unknown links

28 .Which program is the most popular and commonly used to create presentations?

A) Word

B) Excel

C) PowerPoint

D) Paint

29 .A presentation is used to:.....

A) write long messages

B) perform mathematical calculations

C) present ideas and information in an engaging way

D) browse the Internet

30. To add a new image to a slide, we use the tab:.....

- A) Animations B) Design C) Insert D) View

31. If you want to change the shape and color of the entire slide background, you will use the tab:.....

- A) File B) Insert C) Review D) Design

32. The main function of the "Review" tab is:.....

- A) spell checking and ensuring word accuracy B) adding charts
C) formatting fonts and colors D) creating transition animations

33. Which tools can you use to create an attractive and eye-catching visual presentation?.....

- A) Cooking tools B) Easy tools such as animations, shapes, and images
C) Knitting tools D) Sculpting tools

34. In PowerPoint, the bar that contains commands such as changing the font size is:..

- A) file tab B) task bar (Home tab)
C) status bar D) animations bar

35. Before you start designing slides, you can set the slide size using the option:.....

- A) Slide Size B) Background Color C) Font D) Insert Tab

36. Transition effects between slides help you to:.....

- A) Print the document B) Save the file
C) Make your presentation more exciting and lively D) Send an email

36. What is the element you should maintain to ensure a successful presentation?

- A) Using a lot of text only B) Ignoring images
C) Delivering your idea effectively and impressing the audience
D) Using one font throughout the presentation

37 .A table can be inserted in Microsoft Word from the:.....

- A) Insert B) File C) View D) Tools

39 .One of the tools that helps in formatting text is:.....

- A) Changing the color B) Deleting the program

C) Adjusting the clock

D) Playing sound

40 .To save a file, we choose the command save from tab.

A) Open

B) Print

C) File

D) Exit

41 .One of the common tools that helps you organize data in Excel is:.....

A) Insert Picture

B) Sort

C) Add WordArt

D) Draw a circle

42 .If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

A) C2 C3 + C4

B) =SUM(C2-C4)

C) = C2 + C3 + C4

D) C2C3C4

43 .Storing databases for large amounts of information is done in:.....

A) Radio

B) Computer system

C) Old telephone

D) Photocopier

44 .What is the most appropriate definition of a database?

A) A collection of stories

B) A way to store and organize large amounts of information

C) A program for creating presentations

D) A file for writing messages

45 .In Excel, the row that contains complete information about one person is called:....

A) Field

B) Record

C) Column

D) Workbook

46 .To add a new column in Excel, we use the option:.....

A) Delete row

B) Insert column

C) Sort data

D) Filter data

47 .Programs such as Microsoft Excel are used to create and manage:.....

A) Daily notes

B) Electronic games

C) Databases

D) Animations

48 .Which symbol must any calculation (formula) start with in Excel?

+

=

*

/

49 .What do we call a column heading in a database (e.g., "Student Name")?

A) Record

B) Class

C) Field

D) Workbook

50 .When you enter column headings such as "ID Number" and "Class Name", you are typing in:

A) The second row

B) The first row

C) The last column

D) Any empty cell

51. Flowcharts (SmartArt) are mainly used for:.....

A) Writing long texts

B) Simplifying and presenting a series of steps or information

C) Playing videos only

D) Performing mathematical calculations

52. To add a SmartArt chart to a slide, we start by clicking on the tab:.....

A) Design

B) Insert

C) Review

D) Animations

53. To represent the sequential steps of completing a project, it is preferable to choose from the flowchart category:.....

A) Hierarchy

B) Relationship

C) Matrix

D) Process

54. If you want to change the colors of a flowchart, go to the tab that appears after inserting it, which is:.....

A) SmartArt Design

B) Font Format

C) Spelling Review

D) Slide Show

55. PowerPoint provides the ability to insert:.....

A) Charts and videos

B) Calculators

C) Carpentry tools

D) Measuring devices

56. Flowcharts help you understand the presented material better than:.....

A) Animations

B) Videos

C) Plain (written) texts

D) Graphs

57. When you choose the "Change Colors" option for a chart, the purpose is:.....

A) To make the flowchart attractive and colorful.

B) To increase the font size.

C) To delete the chart.

D) To change the written texts.

58. After inserting the flowchart, you click on the [flowchart] to:.....

A) Delete it.

B) Add the text and information you want to display.

C) Print the slide.

D) Close the program.

59. Charts are used in PowerPoint to:.....

A) Write poetry.

B) Create transition effects.

C) Represent data and numbers visually.

D) Search for information.

60. Which tool can you use to represent the stages of the "life cycle" of something?

A) List

B) Relation

C) Cycle

D) Matrix

Put (✓) or (X)

- 1. You can book a doctor's appointment online without needing to visit the clinic.**
- 2. Technology contributes to increasing carbon emissions in the environment.**
- 3. The school bus tracking app helps the student organize their time and arrive on time.**
- 4. Information and communication technology (ICT) applications help to save energy.**
- 5. Proposing (suggesting) a new idea for designing an app is a type of innovation.**
- 6. Using electronic payment via mobile phone is less secure than paying in cash.**
- 7. There is no difference in time or effort between traditional booking and online booking.**
- 8. You can find the location of the train station using a GPS application.**
- 9. The operating system used in Apple mobile devices is iOS.**
- 10. To change the device language, we go to the App Store.**
- 11. The operating system on a computer is responsible for running programs and organizing the device.**
- 12. The application store for iPhone devices is called the Play Store.**
- 13. Be careful when changing computer system settings to avoid affecting the device.**
- 14. Microsoft Windows is an example of an operating system.**
- 15. The control panel is used to change settings in Windows OS.**
- 16. The operating system manages hardware and software .**
- 17. You cannot change the settings on your devices.**
- 18. You cannot install programs from the internet.**
- 19. After installing the program on the phone, the program icon will appear on the screen .**
- 20. System settings can be changed from the Recycle Bin.**
- 21. When installing a new program on a computer, the installation steps must be followed.**
- 22. You can modify device settings through the Control panel.**
- 23. Android is an example of an operating system.**
- 24. MacOS is not an example of OS.**
- 25. You cannot modify the Wi-Fi connection and volume level on your computer.**
- 26. Microsoft Word is used for word processing and writing reports.**
- 27. To save a document in Microsoft Word, we use the "Insert" menu.**
- 28. Images can be inserted into a document through the "Insert" menu.**

- 29.** An example of messaging services is the Excel application.
- 30.** To save a document in Microsoft Word, we use the "File" menu.
- 31.** An example of messaging services is the WhatsApp application.
- 32.** One of the safety rules in messaging is not opening suspicious links.
- 33.** Messaging services help us to exchange messages , images and files quickly and easily via the internet.
- 34.** Opening unknown links when using messaging services .
- 35.** Use messaging services for useful purposes such as communicating and studying with friends and teachers.
- 36.** When you use a formula such as =B3 - B2, you are performing a subtraction operation.
- 37.** The main goal of analyzing and modifying data is to destroy the data.
- 38.** When sorting data based on students' ages from youngest to oldest, we use the Sort tool.
- 39.** The program that uses tables made up of rows and columns to create databases is Word.
- 40.** To create a formula you must start with = symbol in Excel.
- 41.** In Excel the row that contains complete information about one student is called record.
- 42.** In Excel the column heading in a database is called field.
- 43.** You can use formulas in Excel to add specific cells,to subtract cells and to calculate the average easily.
- 44.** The first step in creating a simple database in Excel is identifying and writing the column names (fields) in the first row.
- 45.** In Excel to enter the data you must start from the second row and fill in the data under each column.
- 46.** Charts are used in PowerPoint to explain complex data and numbers in a simple way.
- 47.** A theme in PowerPoint means inserting an image into the slide.
- 48.** The "Animations" tab is used to add visual effects to elements on the slide.
- 49.** Slides in PowerPoint are the spaces where we write text and add images.
- 50.** One of the most important skills for using PowerPoint effectively is the ability to deliver the idea and impress the audience.
- 51.** SmartArt diagrams are used in PowerPoint to display information in a visual and organized way.
- 52.** SmartArt cannot be inserted through the "Insert" menu in PowerPoint.
- 53.** The "Process" category in SmartArt is used to show sequential steps.
- 54.** After inserting SmartArt, its colors or design cannot be changed.

- 55.** One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly.
- 56.** SmartArt can be inserted through the "Insert" menu in PowerPoint.
- 57.** You can change the colors from SmartArt Design to make your slides more attractive.
- 58.** From SmartArt Styles you can change the shape to make your flowchart more visually appealing.
- 59.** In PowerPoint you can select a theme from design tab to change the background and colors to make the slides more beautiful.
- 60.** From Review tab you can check words and ensuring that there are no spelling errors.



The answers

Put (✓) or (X)

1. You can book a doctor's appointment online without needing to visit the clinic. ✓
2. Technology contributes to increasing carbon emissions in the environment. X
3. The school bus tracking app helps the student organize their time and arrive on time. ✓
4. Information and communication technology (ICT) applications help to save energy. ✓
5. Proposing (suggesting) a new idea for designing an app is a type of innovation. ✓
6. Using electronic payment via mobile phone is less secure than paying in cash. X
7. There is no difference in time or effort between traditional booking and online booking. X
8. You can find the location of the train station using a GPS application. ✓
9. The operating system used in Apple mobile devices is iOS. ✓
10. To change the device language, we go to the App Store. X
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27. To save a document in Microsoft Word, we use the "Insert" menu. ✗
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34. Opening unknown links when using messaging services . ✗
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60. From Review tab you can check words and ensuring that there are no spelling errors. ✓

Choose the correct answer:

What is the main component used in online booking applications to determine locations?.....

- | | |
|---|------------------------|
| A) Cooling system | B) Cash payment system |
| C) Global Positioning System (GPS) | D) Solar power system |

2. Information and Communication Technology contributes to a better environment by:

- A) Increasing the number of gasoline-powered cars
- B) Neglecting public transportation
- C) Reducing the number of computers
- D) Supporting the use of zero-emission vehicles**

3. One of the benefits of online booking in daily services:.....

- | | |
|----------------------------------|----------------------------|
| A) Saving time and effort | B) Increasing waiting time |
| C) Excessive use of paper | D) Complicating procedures |

4. If a flight booking app sends you a message to remind you of your departure time, this service is called:.....

A) Automatic notifications

B) Central heating

C) Photography

D) Smart lighting

5. Which of the following terms stands for "Information and Communication Technology?.....

A) GBT

B) ABC

C) ICT

D) CPU

6. Which of the following is a traditional problem solved by an online booking system?..

A) Sitting at home

B) Using the phone

C) Standing in a long queue

D) Browsing the internet

7. When you use an app to find the location of the school bus, you are exploring the types of ICT tools used in:.....

A) Building houses

B) E-learning

C) Modern agriculture

D) Smart transportation system

8 .If a transportation company relies on electronic payment instead of cash, this increases:.....

A) Safety

B) Pollution

C) Fuel consumption

D) Breakdowns

9 .The tool that helps the driver know the best route to avoid traffic is part of the system:.....

A) Central cooling

B) Navigation and routing

C) Entertainment

D) Smart lighting

10 .The purpose of proposing the design of a new technological tool is:.....

A) Ignoring problems

B) Making manual work more difficult

C) Innovating smart solutions for problems

D) Increasing complexity

11 .What is the function of an operating system?.....

A) Running games only

B) Running the device and managing programs

C) Displaying images only

D) Increasing internet speed

12 .Where can applications be downloaded on a phone?.....

A) Recycle Bin

B) App Store

C) File Manager

D) Settings

13 .When adjusting the device's volume, we use:.....

- A) Printer B) Microphone **C) Settings** D) Recycle Bin

14 .Which program makes a computer work?

- A) Drawing program **B) Operating system**
C) Word processing program D) Electronic game

15 .Examples of operating systems for phones:.....

- A) Windows only B) Linux **C) Android and iOS** D) Mac

16 .To change the wallpaper, we use:.....

- A) Keyboard **B) Control Panel** C) Recycle Bin D) Browser

17 .The app store on Android devices is called:.....

- A) Word Store **B) Play Store** C) Windows Store D) Apple Store

18 .Changing the language and date from system settings helps in:.....

- A) Improving sound **B) Organizing device usage**
C) Deleting files D) Installing software

19 .Which company developed the Windows operating system?.....

- A) Google B) Apple **C) Microsoft** D) Linux

20 .Which of the following is not an operating system?.....

- A) Facebook B) Windows C) Android D) Mac

21 .Which program is used to write reports?.....

- A) Excel B) PowerPoint **C) Word** D) Paint

22 .The command used to insert an image into a document is:.....

- A) File **B) Insert** C) Layout D) View

23 .The writing area in Microsoft Word is the place where:.....

- A) We change the language **B) We write text**
C) We save files D) We display images only

24 .An example of a messaging application is:.....

- A) Word **B) WhatsApp** C) Excel D) Paint

25 .To protect yourself when using messaging applications, you should:.....

- A) Share your phone number with everyone B) Open all links
C) Not share personal information D) Ignore privacy settings

26. To save a file in Word program you can choose from file.

- A) delete B) save C) Paint D) Excel

27. One of the safe ways to use messaging applications is:.....

- A) Sharing passwords B) Not respecting others
C) Using the application for useful purposes D) Opening unknown links

28. Which program is the most popular and commonly used to create presentations?

- A) Word B) Excel C) PowerPoint D) Paint

29. A presentation is used to:.....

- A) write long messages B) perform mathematical calculations
C) present ideas and information in an engaging way D) browse the Internet

30. To add a new image to a slide, we use the tab:.....

- A) Animations B) Design C) Insert D) View

31. If you want to change the shape and color of the entire slide background, you will use the tab:.....

- A) File B) Insert C) Review D) Design

32. The main function of the "Review" tab is:.....

- A) spell checking and ensuring word accuracy B) adding charts
C) formatting fonts and colors D) creating transition animations

33. Which tools can you use to create an attractive and eye-catching visual presentation?.....

- A) Cooking tools B) Easy tools such as animations, shapes, and images
C) Knitting tools D) Sculpting tools

34. In PowerPoint, the bar that contains commands such as changing the font size is:..

- A) file tab B) task bar (Home tab)
C) status bar D) animations bar

35. Before you start designing slides, you can set the slide size using the option:.....

- A) Slide Size B) Background Color C) Font D) Insert Tab

36. Transition effects between slides help you to:.....

- A) Print the document B) Save the file
C) Make your presentation more exciting and lively D) Send an email

36. What is the element you should maintain to ensure a successful presentation?

- A) Using a lot of text only B) Ignoring images
C) Delivering your idea effectively and impressing the audience
D) Using one font throughout the presentation

37 .A table can be inserted in Microsoft Word from the:.....

- A) Insert B) File C) View D) Tools

39 .One of the tools that helps in formatting text is:.....

- A) Changing the color B) Deleting the program
C) Adjusting the clock D) Playing sound

40 .To save a file, we choose the command save from Tab.

- A) Open B) Print C) File D) Exit

41 .One of the common tools that helps you organize data in Excel is:.....

- A) Insert Picture B) Sort C) Add WordArt D) Draw a circle

42 .If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

- A) C2 C3 + C4 B) =SUM(C2-C4)
C) = C2 + C3 + C4 D) C2C3C4

43 .Storing databases for large amounts of information is done in:.....

- A) Radio B) Computer system C) Old telephone D) Photocopier

44 .What is the most appropriate definition of a database?

- A) A collection of stories
B) A way to store and organize large amounts of information
C) A program for creating presentations D) A file for writing messages

45 .In Excel, the row that contains complete information about one person is called:....

- A) Field **B) Record** C) Column D) Workbook

46 .To add a new column in Excel, we use the option:.....

- A) Delete row **B) Insert column** C) Sort data D) Filter data

47 .Programs such as Microsoft Excel are used to create and manage:.....

- A) Daily notes B) Electronic games **C) Databases** D) Animations

48 .Which symbol must any calculation (formula) start with in Excel?

- + **=** * /

49 .What do we call a column heading in a database (e.g., "Student Name")?

- A) Record B) Class **C) Field** D) Workbook

50 .When you enter column headings such as "ID Number" and "Class Name", you are typing in:.....

- A) The second row **B) The first row**
C) The last column D) Any empty cell

51 .Flowcharts (SmartArt) are mainly used for:.....

- A) Writing long texts

B) Simplifying and presenting a series of steps or information

- C) Playing videos only D) Performing mathematical calculations

52 .To add a SmartArt chart to a slide, we start by clicking on the tab:.....

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60. Which tool can you use to represent the stages of the "life cycle" of something?

A) List

B) Relation

C) Cycle

D) Matrix



حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

الترم الثاني





A. Put(✓) Or (X):-

1. Artificial intelligence is the technology that enables machines to use human attributes in problem-solving ()
2. Responsibility is the ethical principle that relates to ensuring that society benefits from artificial intelligence ()
3. Artificial intelligence tools on social media platforms can suggest people to connect with ()
4. The principle of transparency requires that the tool's designer be prepared to explain how it works ()
5. Language processing tools help in drafting writing and emails. ()
6. It is ethical to deliberately omit data from a specific group of people when training artificial intelligence tools. ()
7. E-commerce is the process by which goods and services are bought and sold online ()
8. Stocks that give you an ownership stake in a company are called bonds ()
9. When you buy a share in a company, you become a lender to that company ()
10. What an investor should consider when choosing companies to support the environment is that the company is environmentally friendly and follows ethical standards ()
11. The function of online comparison sites is to remove unwanted products ()
12. Smart search engines are among the most important artificial intelligence tools that help users on the internet ()
13. The best way to communicate if you need a detailed and professional explanation of a problem is via email ()
14. Social media messages are always the best way to deliver accurate and professional information ()
15. When you buy a share in a company, you become a lender to that company ()



16. The most important element for enabling the recipient to quickly identify the message's purpose in an email is the message subject ()
17. Online consumer reviews are a helpful tool for evaluating product quality before purchase ()
18. Email is a random means of communication ()
19. To create a new meeting, you need to click on the "New Meeting" option. ()
20. Instant chat is the process that enables you to obtain a copy of the meeting after it has ended. ()
21. If you are a participant, you should turn off your camera and microphone when you do not need to use them at the moment. ()
22. The email sent after the conference is called a follow-up email. ()
23. Video conferencing allows for direct written communication. ()
24. Inappropriate behavior during a video conference is unacceptable and should be avoided. ()
25. If the message "File is corrupt" appears, this means that the keyboard is not working ()
26. If you forget your password, you must guess it in order for it to work. ()
27. JavaScript language is used to create static web pages only. ()
28. When attempting to delete a file that cannot be deleted, check if it contains any special characters ()
29. The best way to protect files from permanent loss is to save them to cloud storage ()
30. HTML programming language creates the page structure, and JavaScript adds interactivity and animation to it ()
31. To make an image appear to be moving or to have motion blur, we use special effects (filters) ()
32. The popular program used as an alternative to GIMP is Microsoft Word ()
33. Two images can be merged into one by editing the images ()
34. If the image has a flaw or defect due to camera light, image editing helps to correct it and restore it to its original state ()



35. The role of artificial intelligence in photo editing software is to organize and customize colors ()
36. You can combine images to use in your presentation ()
37. The main goal of photo editing is to change photos and make them look more attractive ()
38. You can use color grading if you want to make your image look old or have a blurry motion effect ()
39. Color correction is the process that makes two different images appear as one image in a presentation ()
40. Purchasing the software is what is required for the user to use GIMP ()
41. GIMP is open source because it is not free ()
42. Filters is another name given to special effects in photo editing software ()
43. You can book a doctor's appointment online without having to go to the clinic ()
44. Proposing a new idea for an application design is a form of innovation ()
45. Technology contributes to increased carbon emissions in the environment ()
46. There is no difference in time or effort between traditional booking and online booking ()
47. A school bus tracking app helps students organize their time and arrive on time ()
48. If a transportation company adopts electronic payment instead of cash, this increases fuel consumption ()
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50. The iPhone app store is called the Play Store ()
51. To change the device language, go to the app store ()
52. When installing a new program on your computer, you must follow the installation steps ()
53. The computer's operating system is responsible for running programs and organizing the device ()
54. The place from which you can download applications on the phone is the file manager ()



B. Choose the correct answer

1- Which artificial intelligence tool is used to protect your email from malicious messages?

A- Voice assistants

B- Smart home devices

C- Smart navigation systems

D- Email filters.

2- If artificial intelligence is collecting your personal information, the principle must be applied

A- Transparency

B- Inclusivity

C- Confidentiality (Privacy)

D- Accuracy

3- What is the importance of reviewing the official websites of companies before investing in them?

A- To verify the company logo color

B- To keep track of new products

C- To determine the number of company employees

D- To verify the company's ethical standards.

4- What do smart search engines use to rank the results that suit you?

A- Store names

B- Product colors

C- Advertisement images

D- Your browsing preferences and past behavior

5- What is AI-powered chat programs on websites called?

A- Voice assistants

B- Navigation applications

C- Email

D- Chatbots.

6- What part of the email should you specify the purpose of your message from the beginning?

A- Signature of the letter

B- Greeting

C- Content of the message

D- Subject of the message



7-What is the necessary procedure that must be done before joining the conference to avoid technical problems?

A- Eat breakfast

B- Write a long letter.

C- Check your internet connection and ensure your camera and microphone are working

D- Update your operating system.

8-Mention one type of digital tool used in video conferencing?

A- Word

B- Google Meet

C- Excel

D- Paint

9-What is the best option to protect files from permanent loss?

A- Save the file to the Recycle Bin

B- Save it to your desktop.

C- Save it to a USB drive

D- Save it to cloud storage.

10-In your opinion, why should passwords be strong and unique?

A- To protect the account from hacking

B- To make it easy to remember.

C- To keep it short

D- To make it easier to share with others

11-What is the name of the process that makes two different images appear as one image in a presentation?

A- Color correction

B- Background change.

C- Image blending

D- Image cropping.

12-Image enhancement means correcting and restoring colors to their original state.

A- Background

B- Lighting.

C- Bugs

D- Size



13- What is the role of artificial intelligence in image editing programs?

A- Delete old files.

B- Print the image.

C- Adjust and customize colors.

D- Increase camera resolution only.

14- Mention a flaw that may appear in the image and that you can correct by editing (change the color):

A- Camera blemishes or excessive light

B- Slow internet connection

C- Low video volume

D- Difficulty typing

15- One of the benefits of booking online for everyday services:

A- Saving time and effort

B- Increasing waiting times

C- Excessive use of paper

D- Complicating procedures

16- The tool that helps the driver find the best route to avoid traffic is part of a system:

A- Central cooling

B- Navigation and routing

C- Play and entertainment

D- Smart lighting

17- To change the screen background, we use:

A- Keyboard

B- Control Panel

C- Recycle Bin

D- Browser

18- Which of the following is NOT an operating system?

A- Android

B- Facebook

C- Windows

D- Mac



A. Put (✓) Or (X):–

1. Artificial intelligence is the technology that enables machines to use human attributes in problem-solving (✓)
2. Responsibility is the ethical principle that relates to ensuring that society benefits from artificial intelligence (X)
3. Artificial intelligence tools on social media platforms can suggest people to connect with (✓)
4. The principle of transparency requires that the tool's designer be prepared to explain how it works (✓)
5. Language processing tools help in drafting writing and emails. (✓)
6. It is ethical to deliberately omit data from a specific group of people when training artificial intelligence tools. (X)
7. E-commerce is the process by which goods and services are bought and sold online (✓)
8. Stocks that give you an ownership stake in a company are called bonds (X)
9. When you buy a share in a company, you become a lender to that company (X)
10. What an investor should consider when choosing companies to support the environment is that the company is environmentally friendly and follows ethical standards (✓)
11. The function of online comparison sites is to remove unwanted products (X)
12. Smart search engines are among the most important artificial intelligence tools that help users on the internet (✓)
13. The best way to communicate if you need a detailed and professional explanation of a problem is via email (✓)
14. Social media messages are always the best way to deliver accurate and professional information (X)
15. When you buy a share in a company, you become a lender to that company (X)



16. The most important element for enabling the recipient to quickly identify the message's purpose in an email is the message subject (✓)
17. Online consumer reviews are a helpful tool for evaluating product quality before purchase (✓)
18. Email is a random means of communication (✗)
19. To create a new meeting, you need to click on the "New Meeting" option. (✓)
20. Instant chat is the process that enables you to obtain a copy of the meeting after it has ended. (✗)
21. If you are a participant, you should turn off your camera and microphone when you do not need to use them at the moment. (✓)
22. The email sent after the conference is called a follow-up email. (✓)
23. Video conferencing allows for direct written communication. (✓)
24. Inappropriate behavior during a video conference is unacceptable and should be avoided. (✓)
25. If the message "File is corrupt" appears, this means that the keyboard is not working (✗)
26. If you forget your password, you must guess it in order for it to work. (✗)
27. JavaScript language is used to create static web pages only. (✗)
28. When attempting to delete a file that cannot be deleted, check if it contains any special characters (✓)
29. The best way to protect files from permanent loss is to save them to cloud storage (✓)
30. HTML programming language creates the page structure, and JavaScript adds interactivity and animation to it (✓)
31. To make an image appear to be moving or to have motion blur, we use special effects (filters) (✓)
32. The popular program used as an alternative to GIMP is Microsoft Word (✗)
33. Two images can be merged into one by editing the images (✓)
34. If the image has a flaw or defect due to camera light, image editing helps to correct it and restore it to its original state (✓)



35. The role of artificial intelligence in photo editing software is to organize and customize colors (✓)
36. You can combine images to use in your presentation (✓)
37. The main goal of photo editing is to change photos and make them look more attractive (✓)
38. You can use color grading if you want to make your image look old or have a blurry motion effect (✓)
39. Color correction is the process that makes two different images appear as one image in a presentation (✗)
40. Purchasing the software is what is required for the user to use GIMP (✗)
41. GIMP is open source because it is not free (✗)
42. Filters is another name given to special effects in photo editing software (✓)
43. You can book a doctor's appointment online without having to go to the clinic (✓)
44. Proposing a new idea for an application design is a form of innovation (✓)
45. Technology contributes to increased carbon emissions in the environment (✗)
46. There is no difference in time or effort between traditional booking and online booking (✗)
47. A school bus tracking app helps students organize their time and arrive on time (✓)
48. If a transportation company adopts electronic payment instead of cash, this increases fuel consumption (✗)
49. The operating system in Apple mobile devices is iOS (✓)
50. The iPhone app store is called the Play Store (✗)
51. To change the device language, go to the app store (✗)
52. When installing a new program on your computer, you must follow the installation steps (✓)
53. The computer's operating system is responsible for running programs and organizing the device (✓)
54. The place from which you can download applications on the phone is the file manager (✗)



B. Choose the correct answer

1- Which artificial intelligence tool is used to protect your email from malicious messages?

A- Voice assistants

B- Smart home devices

C- Smart navigation systems

D- Email filters.

2- If artificial intelligence is collecting your personal information, the principle must be applied

A- Transparency

B- Inclusivity

C- Confidentiality (Privacy)

D- Accuracy

3- What is the importance of reviewing the official websites of companies before investing in them?

A- To verify the company logo color

B- To keep track of new products

C- To determine the number of company employees

D- To verify the company's ethical standards.

4- What do smart search engines use to rank the results that suit you?

A- Store names

B- Product colors

C- Advertisement images

D- Your browsing preferences and past behavior

5- What is AI-powered chat programs on websites called?

A- Voice assistants

B- Navigation applications

C- Email

D- Chatbots.

6- What part of the email should you specify the purpose of your message from the beginning?

A- Signature of the letter

B- Greeting

C- Content of the message

D- Subject of the message



7-What is the necessary procedure that must be done before joining the conference to avoid technical problems?

- A- Eat breakfast
- B- Write a long letter.
- C- Check your internet connection and ensure your camera and microphone are working
- D- Update your operating system.

8-Mention one type of digital tool used in video conferencing?

- A- Word
- B- Google Meet
- C- Excel
- D- Paint

9-What is the best option to protect files from permanent loss?

- A- Save the file to the Recycle Bin
- B- Save it to your desktop.
- C- Save it to a USB drive
- D- Save it to cloud storage.

10-In your opinion, why should passwords be strong and unique?

- A- To protect the account from hacking
- B- To make it easy to remember.
- C- To keep it short
- D- To make it easier to share with others

11-What is the name of the process that makes two different images appear as one image in a presentation?

- A- Color correction
- B- Background change.
- C- Image blending
- D- Image cropping.

12-Image enhancement means correcting and restoring colors to their original state.

- A- Background
- B- Lighting.
- C- Bugs
- D- Size



13– What is the role of artificial intelligence in image editing programs?

A– Delete old files.

B– Print the image.

C– Adjust and customize colors.

D– Increase camera resolution only.

14– Mention a flaw that may appear in the image and that you can correct by editing (change the color):

A– Camera blemishes or excessive light

B– Slow internet connection

C– Low video volume

D– Difficulty typing

15– One of the benefits of booking online for everyday services:

A– Saving time and effort

B– Increasing waiting times

C– Excessive use of paper

D– Complicating procedures

16– The tool that helps the driver find the best route to avoid traffic is part of a system:

A– Central cooling

B– Navigation and routing

C– Play and entertainment

D– Smart lighting

17– To change the screen background, we use:

A– Keyboard

B– Control Panel

C– Recycle Bin

D– Browser

18– Which of the following is NOT an operating system?

A– Android

B– Facebook

C– Windows

D– Mac

حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

الترم الثاني



Q1: Choose the correct answer

1. What is artificial intelligence trying to simulate in machines?

- a. Rocket speed
- b. Human traits in problem-solving and logic
- c. Cloud movement
- d. Electrical signals in circuits

2. is used to verify your identity and unlock your smartphone.

- a. email filter
- b. Siri
- c. chat bots
- d. Facial Recognition

3. means that AI tools must include all users and not only a specific group.

- a. Inclusiveness
- b. Bias
- c. Responsibility
- d. Privacy

4. Which AI tool is used to protect your email from dangerous messages?

- a. Voice assistants
- b. Smart home devices
- c. Email filter
- d. Smart navigation systems

5. What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?

- a. Hypotheses
- b. Algorithms
- c. Records
- d. Statistical models

6. Artificial intelligence (AI) technology enables machines to use human-like traits such as to solve problems.

- a. guessing
- b. physical strength
- c. emotions
- d. logic

7. Which ethical principle prevents artificial intelligence from making decisions based on personal opinions?

- a. Beneficence
- b. Responsibility
- c. Unbiased
- d. Transparency

8. Siri and Alexa are examples of

- a. voice assistants
- b. email filters
- c. language processing tools
- d. none of them



9. What does the principle of "Inclusiveness" require in artificial intelligence ethics?

- a. AI tools are used by only one specific group.
- b. AI tools explain how they work.
- c. AI tools include all users, not a specific group.
- d. That tools are protected from hacking only.

10. Chat windows on websites that automatically respond to you are known as

.....

- a. voice assistants
- b. email filters
- c. chatbots
- d. facial recognition

11. Artificial intelligence makes machines use logic and in problem-solving.

- a. Handwriting
- b. Decision-making
- c. Fast travel
- d. Automatic printing

12. Which of the following is considered a common artificial intelligence tool?

- a. Manual sewing machine
- b. Navigation applications that guide you to a destination
- c. Fax machine
- d. Traditional calculator

13. The thing that artificial intelligence relies on to learn and solve problems is called

.....

- a. Records
- b. Algorithms
- c. Clouds
- d. Metadata

14. Digital robots that answer your questions using voice commands are called

.....

- a. Voice Assistants
- b. Algorithms
- c. Email filters
- d. Facial Recognition

15. What ethical principle ensures that society benefits from artificial intelligence?

- a. Benefit
- b. Transparency
- c. Responsibility
- d. Justice

16. tools help you formulate your writings, send emails, and simple messages.

- a. Facial recognition
- b. Chat windows
- c. Language processing
- d. Logic



17. If artificial intelligence collects your personal information, it must apply the principle of

- a. Inclusiveness
- b. Transparency
- c. Accuracy
- d. Privacy

18. What is the process of buying and selling goods and services online?

- a. E-commerce
- b. Digital investment
- c. Traditional marketing
- d. Cloud comparison

19. What do smart search engines use to provide personalized suggestions and classify products according to what you like?

- a. Font size
- b. Artificial intelligence
- c. Page design
- d. Calculator

20. When you buy a company's share, you become in that company.

- a. A lender
- b. A consumer
- c. An employee
- d. A partner

21. What is the importance of reviewing companies' official websites before investing in them?

- a. To check the color of the company logo
- b. To follow new products
- c. To know the number of company employees
- d. To ensure the ethical rules followed by the company

22. What is the function of electronic comparison websites?

- a. Hiding product prices
- b. Comparing product specifications and prices in one place
- c. Deleting unwanted products
- d. Collecting only friends' and family reviews

23. E-commerce is the buying and selling of goods and services through

- a. The Internet
- b. Traditional mail
- c. traditional market
- d. Libraries

24. What gives you a part of ownership in a company?

- a. Bonds
- b. Sukuk
- c. Shares
- d. Coupons



25. Which technological tool helps you compare prices and specifications when purchasing a laptop?

- a. Traditional search engines
- b. Shopping websites
- c. Electronic comparison websites
- d. Old applications

26. What should an investor consider when choosing companies that protect the environment?

- a. Increasing profits only
- b. the company is very large
- c. the company protect environment and follows ethical rules
- d. Number of employees

27. Why is technology more important now when shopping online?

- a. To reduce available options
- b. Because the choices and products has become very large
- c. Because stores have become closed
- d. To facilitate travel

28. Which AI tool of the following helps the consumer?

- a. Using a calculator
- b. Smart search engines
- c. Writing by hand
- d. none of them

29. A person who buys goods and services is called..... .

- a. Designer
- b. Programmer
- c. Consumer
- d. none of them

30. Investing in a company's bonds means that you..... .

- a. get free goods
- b. Lend money to the company
- c. Own all the company's shares
- d. all of them

31. Investing in a company's shares is for the purpose of

- a. Wasting money
- b. cheating others
- c. Supporting the company and earning profits
- d. both a and b

32. What do smart search engines use to classify results that suit you?

- a. Product colors
- b. Your preferences and previous browsing behavior
- c. Stores names
- d. personal information



33. What is the name of the organizations that provide support to students and teachers in the field of education?

- a. Educational Service Providers (ESP)
- b. Public transportation services
- c. Retail companies
- d. Sports training centers

34. Online libraries such as are examples of Educational Service Providers.

- a. Google
- b. Alexandrina Library
- c. Social Media
- d. Microsoft

35. What is the importance of having a clear subject in an email message?

- a. To increase the size of the message
- b. To change the font color
- c. To help the recipient know the purpose of the message
- d. to add images

36. Educational Service Providers can provide students with

- a. books
- b. online training materials
- c. gaming software
- d. both a and b

37. What are the chat programs on websites that use artificial intelligence?

- a. Voice assistants
- b. Navigation applications
- c. Email
- d. chat windows (Chatbots)

38. When writing an email, you should write a subject to help the recipient.

- a. long and vague
- b. clear and short
- c. funny
- d. hidden

39. Why should your questions be accurate and clear when using a chat window?

- a. To reduce Internet usage
- b. To speed up the device
- c. To get accurate answers
- d. To stop your request completely

40. What is the first step you should start with when writing the content of an email?

- a. Starting with a formal and respectful greeting
- b. Adding the attachments
- c. Ending the message with your signature
- d. Adding images



41. Chatbots are designed to respond to questions

- a. via mail
- b. online
- c. through television
- d. none of them

42. Email is a way of communication.

- a. Informal
- b. Random
- c. Formal / professional
- d. Personal only

43. If your problem requires a very fast response, what is the best choice?

- a. Sending a fax
- b. A traditional message via email
- c. A chat window
- d. Making a phone call

44. What do chat windows use to understand users' questions?

- a. Programs designed with AI
- b. Calculator
- c. Hard disk drive
- d. Web browser

45. Chatbots are not real people; they are computer programs.

- a. simple
- b. AI
- c. manual
- d. offline

46. Which part of an email specify the purpose of your email?

- a. Signature
- b. Greeting
- c. Content
- d. Subject

47. Mention one advantage of chat windows compared to email.

- a. more formal
- b. Instant response
- c. Suitable for explaining long problems
- d. Difficult to use

48. Small windows that appear on websites asking "How can I help you?" are called

- a. chatbots
- b. viruses
- c. emails
- d. browsers



49. Besides email and chatbots, you can communicate through

- a. Telephone
- b. visiting support offices
- c. EKB
- d. both a and b

50. Video conferences allow communication through between people in different places.

- a. text messages only
- b. Still images only
- c. Audio and video at the same time
- d. Email

51. is a popular program used for video conferencing.

- a. Microsoft Teams
- b. Google Meet
- c. Zoom
- d. all of them

52. Video conferencing is like face-to-face communication but uses

- a. cloud computing
- b. flash memory
- c. library catalogs
- d. none of them

53. What is the first step to create a new video meeting?

- a. Sending an email
- b. Click "End Call" option
- c. Sharing the screen
- d. Click "New Meeting" option

54. What should you do before joining a conference to avoid technical problems?

- a. Eating breakfast
- b. Check Internet, camera, and microphone
- c. Writing a long message
- d. Updating the operating system

55. To join a current meeting, what do you need from the person who created the meeting?

- a. Your street name
- b. Phone number
- c. Email address
- d. Meeting link or joining code

56. What is the technological environment in which video conferences take place and allows the use of applications remotely?

- a. Memory card
- b. Personal computer
- c. Cloud computing
- d. Hard disk



57. Video conferences allow you to communicate in the

- a. Same Time
- b. next day
- c. Last week
- d. Next month

58. When joining an online meeting, but you don't have the link, which of the following do you need?

- a. Your email address
- b. Meeting code
- c. Username
- d. Phone number

59. After the meeting, you can send a to the participants.

- a. meeting code
- b. follow-up email
- c. new link
- d. camera icon

60. What is the process that enables you to obtain a copy of the meeting after it ends?

- a. Instant messaging
- b. Joining the meeting
- c. Screen sharing
- d. Conference recording

61. Video conferences happen in , meaning communication is live.

- a. real time
- b. the past
- c. offline mode
- d. written format

62. What is the function of the "Join" button in video conferencing programs?

- a. Entering the meeting
- b. Creating a new link
- c. Turning off the camera
- d. Screen sharing

63. One of the rules to follow during the conference is to

- a. create a link
- b. check the internet
- c. be calm and respectful
- d. invite friends

64. is a digital tool used in video conferencing to record written notes.

- a. Presentations
- b. Chat
- c. Camera
- d. Audio recording



65. Programming languages are a set of used to give clear instructions to computer programs.

- a. humans and machines
- b. rules and symbols
- c. wires and cables
- d. power sockets

66. Which programming language is used to create the basic structure of web pages?

- a. JavaScript
- b. Plant
- c. HTML
- d. None of them

67. To solve the problem of a , you can try opening it using a different program.

- a. forgotten password
- b. corrupted file
- c. broken charger
- d. wireless network

68. If your device is not charging, what is the first thing you should check?

- a. Device volume
- b. Today's date
- c. Internal battery
- d. Charging cable or power socket

69. Which language is used to add interaction and movement to web pages?

- a. HTML
- b. JavaScript
- c. Python
- d. CSS

70. What is the best option to protect files from permanent loss?

- a. Saving the file in the Recycle Bin
- b. Saving the file on the desktop
- c. Saving the file on a USB drive
- d. Saving the file on cloud storage

71. Think of as the bones that give the web page its shape.

- a. HTML
- b. JavaScript
- c. External drive
- d. Power adapter

72. What is the final action that should be taken if all solutions failed to fix a corrupted file?

- a. Trying to open it with different programs
- b. Deleting the corrupted file
- c. Sending the file to a friend
- d. Restart the device



73. JavaScript is used to create web pages, such as moving buttons.

- a. static
- b. dynamic
- c. wired
- d. corrupted

74. Programming languages are sets of codes and rules that give to the computer.

- a. Instructions (or commands)
- b. still images
- c. Songs
- d. Text files

75. What is a file called when it does not work properly?

- a. Normal file
- b. Corrupted file
- c. Saved file
- d. Temporary file

76. It is a good idea to make a of your files to keep them safe.

- a. symbol
- b. backup
- c. pop-up
- d. bone

77. HTML builds the structure of a web page. What does JavaScript create on the page?

- a. Structure only
- b. special symbols
- c. Interactivity and movement
- d. Text only

78. What type of storage allows you to save your files on the Internet?

- a. Cloud storage
- b. Recycle Bin
- c. Internal hard disk
- d. External hard disk

79. Computers communicate using because they don't understand human language.

- a. human language
- b. charging cables
- c. power adapters
- d. programming languages

80. In your opinion, why should passwords be strong and unique?

- a. To protect the account from hacking
- b. To make them easy to remember
- c. To be short
- d. To make sharing with others easier



81. Google Drive and OneDrive are examples of

- a. programming languages
- b. cloud storage
- c. corrupted files
- d. web structures

82. What is the main goal of photo editing?

- a. editing images and making them more attractive
- b. Reducing image clarity
- c. Making images look old
- d. Increasing the file size

83. GIMP is an abbreviation for Image Manipulation Program.

- a. General
- b. GNU
- c. Global
- d. Google

84. What is the name of the process that makes two different images appear as one image in a presentation?

- a. Color correction
- b. Changing the background
- c. merging images
- d. Cropping the image

85. Modern image editing programs use to help users.

- a. Artificial Intelligence
- b. manual tools only
- c. Wi-Fi
- d. IoT

86. One of the features of GIMP is that it is

- a. very expensive
- b. open-source
- c. hard to find
- d. not powerful

87. What is the role of artificial intelligence in photo editing programs?

- a. Deleting old files
- b. Printing the image
- c. Organizing and customizing colors
- d. Increasing resolution

88. Through image editing, you can restore of an image.

- a. original colors
- b. the name
- c. the date
- d. the location



89. Why is GIMP considered an "open-source" program?

- a. Because it is free
- b. Because it allows users to modify and develop its tools
- c. Because it is used only with the Internet
- d. Because it does not require installation

90. Motion blur is an example of

- a. LAN
- b. merging
- c. correcting flaws
- d. special effects

91. Which of the following is a flaw in an image and can be fixed by editing?

- a. excessive camera light
- b. Slow Internet
- c. Video volume is low
- d. Difficulty in typing

92. Enhancing photos means corrects and restoring original colors.

- a. Background
- b. Lighting
- c. flaws
- d. Size

93. If you want to make your image look old or have motion blur, what can you use?

- a. Text editing
- b. Color organization
- c. Special effects (Filters)
- d. Background correction

94. Besides editing, what can you do with images to use them in presentations?

- a. Merge images
- b. Increase Internet speed
- c. Change text color
- d. Write comments

95. To remove excessive camera light, we use

- a. scanners
- b. printers
- c. image editing
- d. none of them

96. What is required from user who wants to use GIMP?

- a. take time to learn and practice
- b. Purchase the program
- c. Be a professional Graphic designer
- d. Have a fast Internet connection



97. What is the name of the tool used to add special effects to images in photo editing programs?

- a. Colors
- b. Filters
- c. Attachments
- d. Shapes

98. _____ is a term used for all technological tools that help us process information.

- a. HTML
- b. ICT
- c. RAM
- d. URL

99. What is the main component used in online booking applications to determine locations?

- a. Cooling system
- b. Cash payment system
- c. Global Positioning System (GPS)
- d. Solar energy system

100. Information and Communication Technology make environment better by _____.

- a. Increasing the number of fuel cars
- b. Ignoring public transportation
- c. Reducing number of computers
- d. Supporting the use of vehicles that do not emit harmful gases

101. Technology helps reduce pollution by spreading _____.

- a. traditional cars
- b. public transport
- c. fuel stations
- d. electric vehicles

102. One benefit of online booking in everyday services is _____.

- a. Saving time and effort
- b. Increasing waiting time
- c. Excessive use of paper
- d. Complicating procedures

103. Using electronic payment is better because it is more _____.

- a. expensive
- b. traditional
- c. slow
- d. secure

104. If a booking app sends you a message about the departure time, this service is called _____.

- a. Automatic notifications
- b. Central heating
- c. Photography
- d. Smart lighting



105. _____ have helped electric vehicles spread widely.

- a. ICT applications
- b. payment systems
- c. public transport
- d. both a and b

106. Which of the following terms refers to “Information and Communication Technology”?

- a. GBT
- b. ICT
- c. CPU
- d. ABC

107. _____ helps you organize your time and request a service without going to its place.

- a. Driving
- b. Online booking
- c. Cash payment
- d. Waiting

108. Which of the following is a traditional problem solved by online booking systems?

- a. Staying at home
- b. Using a phone
- c. Standing in a long queue
- d. Browsing the internet

109. To avoid waiting, ICT tools send you _____ about the arrival time of the vehicle.

- a. notifications
- b. emails
- c. gifts
- d. books

110. When you use an app to find the school bus, you are exploring the types of ICT tools used in _____.

- a. Building houses
- b. E-learning
- c. Modern agriculture
- d. Smart transportation systems

111. Using a GPS tracking application helps you see the _____ on the map.

- a. weather
- b. driver's home
- c. bus location
- d. ticket price

112. If a transportation company relies on electronic payment instead of cash payment, this increases _____.

- a. Safety
- b. Pollution
- c. Fuel consumption
- d. Breakdowns



113. Traditional methods of payment involve paying _____ to the driver.

- a. credit
- b. cash
- c. nothing
- d. points

114. The tool that helps the driver finds the best route to avoid traffic congestion is part of the _____.

- a. Central cooling system
- b. Navigation and guidance system
- c. Entertainment and gaming
- d. Smart lighting

115. The goal of proposing the design of a new technological tool is to _____.

- a. Ignore problems
- b. Make manual work more difficult
- c. Innovate smart solutions to problems
- d. Increase complexity

116. What program makes the computer work?

- a. Drawing program
- b. Electronic game
- c. Writing program
- d. Operating system

117. One of the tasks of the operating system is to manage _____.

- a. people
- b. files and folders
- c. electricity
- d. none of them

118. Examples of operating systems for smartphones include _____.

- a. Android
- b. iOS
- c. Windows
- d. both a and b

119. The operating system controls device components like the _____.

- a. internet
- b. table
- c. keyboard
- d. chair

120. To change the desktop background, we use _____.

- a. Keyboard
- b. Control Panel
- c. Recycle Bin
- d. Browser

121. The applications store on Android devices is called _____.

- a. App Store
- b. Apple Store
- c. Windows Store
- d. Play Store



122. Changing the language and date in system settings helps in _____.

- a. Improving sound
- b. Organizing device usage
- c. Deleting files
- d. Installing programs

123. Which company developed the Windows operating system?

- a. Google
- b. Apple
- c. Microsoft
- d. Linux

124. macOS is an operating system from _____.

- a. Microsoft
- b. Apple
- c. Google
- d. none of them

125. Which of the following is not an operating system?

- a. Android
- b. Mac
- c. Windows
- d. Facebook

126. In Windows, you can modify device settings through the _____.

- a. Play Store
- b. Control Panel
- c. macOS
- d. Desktop background

127. What is the function of an operating system?

- a. Running games only
- b. Running the device and managing programs
- c. Displaying images only
- d. Increasing internet speed

128. Applications on Android devices are downloaded from _____.

- a. App Store
- b. Play Store
- c. Windows Store
- d. Control Panel

129. On smartphones, you can change settings through _____.

- a. Control Panel
- b. App Store
- c. Settings
- d. CD

130. Where can you download applications on a smartphone?

- a. Recycle Bin
- b. Settings
- c. File Manager
- d. App Store



131. When adjusting the sound on a device, we use _____.

- a. Printer
- b. Microphone
- c. Settings
- d. Recycle Bin

132. After installation, the application _____ appears on the screen.

- a. icon
- b. battery
- c. cable
- d. router

133. Which program is used to write reports?

- a. Excel
- b. PowerPoint
- c. Word
- d. Paint

134. When you start a new report in Word, you should choose _____.

- a. Save As
- b. New Document
- c. Format
- d. Delete

135. The command used to insert an image into a document is _____.

- a. File
- b. View
- c. Layout
- d. Insert

136. The _____ in Word contains commands such as “File”, “Insert”, and “Layout”.

- a. Menu Bar
- b. Writing Area
- c. Operating System
- d. Play Store

137. _____ help us exchange messages and files quickly via the internet.

- a. Messaging services
- b. Word programs
- c. Keyboards
- d. Operating systems

138. The writing area in Word is the place where we _____.

- a. Change the language
- b. Write text
- c. Save files
- d. Display images only

139. _____ is one of the most popular word processing programs in the world.

- a. WhatsApp
- b. Microsoft Word
- c. Telegram
- d. Messenger



140. An example of a messaging application is _____.

- a. Word
- b. Paint
- c. Excel
- d. WhatsApp

141. Microsoft Word helps you to insert _____ into your reports.

- a. images and tables
- b. routers
- c. hardware
- d. Wi-Fi signals

142. _____ help us exchange messages and files quickly via the internet.

- a. Messaging services
- b. Word programs
- c. Keyboards
- d. Operating systems

143. To protect yourself when using messaging service, you should _____.

- a. Share your phone number with everyone
- b. Open all links
- c. Not share personal information
- d. Ignore privacy settings

144. To change the font color and size in Word, you use the _____.

- a. Screen
- b. Printer
- c. Toolbar
- d. Mouse

145. A table can be inserted in Word from the _____ menu.

- a. Insert
- b. File
- c. View
- d. Tools

146. To keep your work for later, you save the file through the _____ menu.

- a. View
- b. Edit
- c. File
- d. Insert

147. All of the following are examples of messaging services EXCEPT _____.

- a. WhatsApp
- b. Messenger
- c. Telegram
- d. Microsoft Word

148. Which tool of the following helps in text formatting?

- a. Changing color
- b. Deleting the program
- c. Adjusting the clock
- d. Playing sound



149. To save a file, we choose the command _____.

- a. Open
- b. Print
- c. Save
- d. Exit

150. From messaging service that allows sending images _____.

- a. Word
- b. WhatsApp
- c. Paint
- d. Excel

151. To stay safe online, you should avoid opening _____ links.

- a. safe
- b. educational
- c. suspicious
- d. known

152. One of the methods of using messaging safely is _____.

- a. Sharing passwords
- b. Not respecting others
- c. Using the application for useful purposes
- d. Opening unknown links

153. While using messaging services, you should NOT share your _____ with strangers.

- a. personal information
- b. school name
- c. favorite color
- d. general reports

154. What is the most famous and commonly used program for creating presentations?

- a. Microsoft Word
- b. Microsoft Excel
- c. Microsoft PowerPoint
- d. Microsoft Paint

155. A presentation is used to _____.

- a. Write long messages
- b. Perform mathematical calculations
- c. Browse the Internet
- d. Present ideas and information in an interesting way

156. To add a new image to a slide, we use the _____ tab.

- a. Animations
- b. Design
- c. Insert
- d. View



157. A presentation is a collection of _____ used to present information and ideas.

- a. files
- b. slides
- c. printers
- d. cables

158. Microsoft PowerPoint is part of the _____ suite.

- a. Microsoft Office
- b. Android
- c. Google
- d. Internet

159. If you want to change the shape and color of the slide background, you should use the _____ tab.

- a. File
- b. Insert
- c. Review
- d. Design

160. To save, open, or print a presentation, you should use the _____.

- a. Design Tab
- b. Insert Tab
- c. File Tab
- d. Review Tab

161. The main function of the “Review” tab is to _____.

- a. check spelling and ensuring word accuracy
- b. Adding charts
- c. Formatting fonts and colors
- d. Creating transition

162. The File Tab is located at the _____.

- a. bottom right
- b. center of screen
- c. top left
- d. bottom left

163. What tools can be used to create an attractive and visually appealing presentation?

- a. animations
- b. shapes
- c. images
- d. all of them

164. You can use the Insert Tab to add _____ to clarify numbers.

- a. animations
- b. fonts
- c. charts
- d. spell checks



165. In PowerPoint, the bar that contains commands such as changing font size is

_____.

- a. File bar
- b. Animation bar
- c. Status bar
- d. Home tab

166. Before you start designing slides, you can set the slide size through the _____ option.

- a. Slide Size
- b. Background color
- c. Font
- d. Insert table

167. Animation options make your slides _____ and look attractive.

- a. move
- b. print
- c. save
- d. stop

168. Transition options between slides help you to _____.

- a. Print the document
- b. Save the file
- c. Make presentation more exciting and engaging
- d. Send an email

169. The _____ is responsible for checking words and ensuring there are no spelling errors.

- a. Insert Tab
- b. Design Tab
- c. Review Tab
- d. File Tab

170. What is the element you must maintain for your presentation to succeed?

- a. Too much text only
- b. Ignoring images
- c. Using one font throughout the presentation
- d. Delivering your ideas effectively and impressing the viewers

171. A _____ is a way to store and organize large amounts of data inside a computer.

- a. Printer
- b. Database
- c. Cable
- d. Router

172. In Excel, the row that contains complete information about one person is called

_____.

- a. Field
- b. Record
- c. Column
- d. Workbook



173. To add a new column in Excel, we use the option _____.

- a. Insert column
- b. Delete row
- c. Sort data
- d. Filter data

174. Microsoft Excel is used to create and manage _____.

- a. Daily notes
- b. Electronic games
- c. Databases
- d. Animated graphics

175. What symbol should be written first to create a formula in Excel?

- a. +
- b. -
- c. *
- d. =

176. In Excel, rows are called _____.

- a. Fields
- b. Headers
- c. Records
- d. Columns

177. Excel can be used for _____.

- a. Sorting
- b. Mathematical operations
- c. Filtering
- d. All of them

178. What is the name of a column heading like “Student Name” in a database?

- a. Record
- b. Row
- c. Field
- d. Workbook

179. When writing column headings such as “ID Number” and “Class Name”, you write them in _____.

- a. The second row
- b. The first row
- c. The last column
- d. Any empty place

180. Databases make it easy to _____ information.

- a. search
- b. analyze
- c. modify
- d. all of them



181. One of the common tools you learned that helps you organize data in Excel is _____.

- a. Insert picture
- b. Sort
- c. Add WordArt
- d. Draw a circle

182. What is the most appropriate definition of a database?

- a. A collection of stories
- b. A file for writing letters
- c. A program for creating presentations
- d. A way to store and organize large amounts of information

183. The “Student’s Name” in a database table is considered a _____.

- a. Field
- b. Record
- c. Row
- d. symbol

184. If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

- a. C2+C3+C4
- b. =SUM(C2:C4)
- c. =C2+C3+C4
- d. C2C3C4

185. To calculate an average in Excel, we use _____.

- a. Addition then division
- b. Only subtraction
- c. Only multiplication
- d. Wi-Fi signals

186. Storing with large amounts of information in databases is done in _____.

- a. The radio
- b. The computer system
- c. The old mobile phone
- d. The camera

187. SmartArt are ready-to-use graphics and shapes in _____.

- a. Excel
- b. Word
- c. PowerPoint
- d. Access

188. The SmartArt flowchart is mainly used to _____.

- a. Write long messages
- b. Simplify and show a series of steps or information
- c. Play videos only
- d. Perform mathematical calculations



189. To add a SmartArt chart to a slide, start by clicking the _____ tab.

- a. Design
- b. Review
- c. Insert
- d. Animations

190. After clicking the SmartArt icon, a _____ will appear showing many chart types.

- a. new slide
- b. dialog box
- c. blank page
- d. saved file

191. SmartArt makes your presentation more _____.

- a. boring
- b. engaging
- c. difficult
- d. long

192. To represent series of steps for completing a project, it is preferable to choose the _____ flowchart category.

- a. Pyramid
- b. Relation
- c. Matrix
- d. Process

193. In the Smart Art Design tab, you can _____ to make your slides more attractive.

- a. Change Colors
- b. delete the file
- c. hide the text
- d. close the program

194. To change the flowchart colors, go to the _____ tab that appears after insertion.

- a. SmartArt Design
- b. Format
- c. Review
- d. Slide Show

195. Which of the following is a category you can choose if your info is a series of steps?

- a. Square
- b. Cycle
- c. Line
- d. Dot

196. PowerPoint allows inserting _____.

- a. Measuring devices
- b. Calculators
- c. Charts and videos
- d. Carpentry tools



197. Flowcharts help present the material better than _____.

- a. Animated images
- b. Videos
- c. Plain text (written)
- d. Charts

198. To start writing inside the flowchart, you must click on the _____ that appears on the slide.

- a. empty space
- b. [text] box
- c. scroll bar
- d. close button

199. When you select the “Change Colors” option for the flowchart, the goal is to _____.

- a. Make it beautiful and colorful
- b. Increasing font size
- c. Deleting the chart
- d. Changing the written text

200. After inserting a flowchart, you click on [Flowchart] to _____.

- a. Delete it
- b. Add the text and information
- c. Print the slide
- d. Close the program

201. Charts in PowerPoint are used to _____.

- a. Write poetry
- b. Perform slide transitions
- c. Represent data and numbers visually
- d. Search for information

202. Which tool can be used to represent the stages of a “life cycle” of something?

- a. List
- b. Relation
- c. Matrix
- d. Cycle



Q2: Put (True) or (False)

1. Artificial intelligence is the technology that enables machines to use human traits in problem-solving. ()
2. Artificial intelligence depends on algorithms to learn and solve problems. ()
3. Algorithms are a set of random steps that computers follow. ()
4. AI tools should be used to make society better. ()
5. The principle of transparency requires that the tool designer be ready to explain how it works. ()
6. Facial Recognition is used to prevent malicious emails from reaching your inbox. ()
7. AI decisions should be based on personal views and opinions. ()
8. If an AI tool makes an error, the designer is not required to admit the mistake and correct it. ()
9. Language processing tools help in formulating writing and emails. ()
10. Responsibility means the designer must correct the AI if it makes a mistake. ()
11. It is ethical to ignore the data of a specific group of people when training AI tools. ()
12. Protectiveness means that personal information should not be leaked. ()
13. Siri and Alexa carry out requests using voice commands. ()
14. Inclusiveness means AI tools should only benefit a specific group of people. ()
15. An AI tool that suggests people you may know on social media is an example of an AI tool that makes recommendations. ()
16. E-commerce is the process of buying and selling goods and services online. ()
17. Comparison websites help users evaluate the quality and price of products. ()
18. Buying a stock means you own a small part of the company. ()
19. Ethical investment means supporting companies that harm the environment. ()
20. AI helps us make the right purchasing decisions in e-commerce. ()
21. If you buy bonds, you become a partner in the company. ()
22. To ensure a company is ethical, you should review its official website. ()
23. Buying a bond means you are lending money to a company. ()
24. "Green Companies" are those that focus on increasing pollution to make profit. ()
25. Reviews help you evaluate the quality of the product before purchasing. ()
26. The ownership of a company is divided into equal parts called bonds. ()
27. A person who buys a bond is lending money to the company. ()
28. Alexandria digital library is an example of Educational Service Providers. ()
29. The best way to get a detailed and professional explanation of a problem is email. ()
30. Email is an informal way of communication used between friends only. ()
31. Speed is one of the main advantages of using chatbots. ()
32. In a professional email, you should clearly state the purpose of your contact. ()
33. A chat window is the best way to communicate for complex problems. ()
34. You should end your professional email with your signature. ()
35. Online reviews are helpful in evaluating the quality of a product before purchasing. ()
36. Chatbots are real people who answer your inquiries. ()
37. Email is the best choice when you need to send an official document. ()



38. Social media messages is the best way to provide accurate and professional information. ()
39. If your questions to a chatbot are not clear, you will not receive accurate answers. ()
40. The most important part of an email that helps the recipient quickly know its purpose is the subject line. ()
41. You cannot communicate with service providers through the telephone. ()
42. Video conferences allow communication only through text. ()
43. To create a new meeting, click "New Meeting" option. ()
44. You can join a meeting by clicking a link sent to you. ()
45. You should check your technology after the conference is finished. ()
46. Google Meet, Zoom, and Microsoft Teams are popular conferencing programs. ()
47. If you are a participant in a meeting, you should turn off your camera and microphone when you are not using them. ()
48. Clicking the camera icon allows you to turn your video on or off. ()
49. You do not need an internet connection to use Google Meet. ()
50. It is important to be calm and respectful during a video conference. ()
51. Instant chat allow written communication during the conference. ()
52. You should keep your microphone always on during a meeting. ()
53. The email sent after the conference is called a follow-up email. ()
54. Video conferences is like face-to-face communication using cloud computing. ()
55. Muting the microphone means people can still hear you. ()
56. A follow-up email can include a recording of the meeting. ()
57. Inappropriate behavior during a video conference is unacceptable and should be avoided. ()
58. Computers can understand human language directly. ()
59. Programming languages are a set of rules and symbols. ()
60. HTML gives the web page its shape and structure. ()
61. JavaScript is used to create static web pages only. ()
62. Cloud storage like One Drive is a preferable way to save files. ()
63. When you forget your password, you should delete the account and create another one. ()
64. If the message "File is corrupted" appears, you should try opening it using another program. ()
65. It is not necessary to make a backup of your important files. ()
66. Checking the power socket is a suggested step if your device does not charge. ()
67. The best way to protect files from permanent loss is to save them on cloud storage. ()
68. JavaScript adds "life" to the page by creating pop-up windows. ()
69. When you forget your password, you should guess it until it works. ()
70. If your device battery is the problem, you may need to replace it. ()
71. If a file won't delete, check if it contains special symbols. ()
72. External drives are the only way to save backups of your files. ()
73. GIMP is a powerful program for image editing. ()
74. Image editing makes images look professional for presentations. ()
75. GIMP is an abbreviation for GNU Image Manipulation Program. ()



76. To make an image look like it is moving or has motion blur, we use special effects (filters). ()
77. You have to pay money to use GIMP. ()
78. Two images can be merged into one through photo editing. ()
79. Artificial intelligence does not help in image editing. ()
80. Open-source programs allow anyone to modify their tools. ()
81. The role of artificial intelligence in photo editing programs is to organize and customize colors. ()
82. GIMP is a closed-source program that no one can modify. ()
83. Modern editing programs use AI to help adjust image colors. ()
84. Microsoft Word is the popular program used as an alternative of GIMP. ()
85. Changing a video frame color can make it smoother. ()
86. You can change the background color of an image. ()
87. You cannot make a new photo look old using GIMP. ()
88. Motion blur is a type of special effect. ()
89. If there is a flaw in an image because of too much light from the camera, photo editing can correct it. ()
90. ICT tools help us solve real-life problems. ()
91. Smartphones are only used for communication. ()
92. Online booking saves effort and helps organize time. ()
93. It is possible to book a doctor's appointment online without going to the clinic. ()
94. Electronic payment is more secure than using cash. ()
95. Technology contributes to increasing carbon emissions in the environment. ()
96. GPS is used to determine your location accurately. ()
97. A school bus tracking application helps students organize their time and arrive on time. ()
98. Traditional methods help you know the bus arrival time exactly. ()
99. GPS suggests the best and fastest route for your journey. ()
100. Suggesting a new idea to design an app is a form of innovation. ()
101. Smart applications show the cost of the service after it ends only. ()
102. Waiting at the bus stop without knowing the arrival time is a traditional method. ()
103. There is no difference in time or effort between traditional and online booking. ()
104. A computer can function without an operating system. ()
105. The operating system is responsible for designing and writing programs. ()
106. You cannot change the language or date on your device. ()
107. The operating system on Apple mobile devices is iOS. ()
108. Programs are tools that help us perform specific tasks like drawing. ()
109. The Control Panel is used to change settings in Windows. ()
110. To change the device language, we go to the application store. ()
111. You should be careful when changing settings so they don't affect performance. ()
112. You can only install programs on a computer from a CD. ()
113. The operating system on a computer is responsible for running programs and organizing the device. ()
114. iOS is an operating system used for smartphones. ()
115. The application store for iPhone devices is called Play Store. ()



116. To install a new program, you must follow the installation steps. ()
117. The operating system cannot control the computer mouse. ()
118. Clicking on the application icon opens the program after installation. ()
119. Microsoft Word is used for word processing and writing reports. ()
120. You cannot insert tables or headings in a Word document. ()
121. "Layout" is one of the commands found in the Menu Bar. ()
122. To save a document in Word, we use the "Insert" menu. ()
123. The Writing Area is where you write the content of your report. ()
124. Images can be inserted into a document through the "Insert" menu. ()
125. You use the "Insert" menu to save your file with a name. ()
126. Messaging services allow you to exchange images and files easily. ()
127. Choosing "New Document" is the first step to starting a report. ()
128. Excel is an example of a messaging service. ()
129. You should respect others while using messaging applications. ()
130. It is safe to share your personal information with anyone online. ()
131. You should avoid spreading rumors when using messaging services. ()
132. Opening unknown links is a safe way to use the internet. ()
133. One of the safety rules in messaging is not opening suspicious links. ()
134. A presentation helps you deliver your message clearly and attractively. ()
135. Microsoft PowerPoint is one of the most popular programs to create presentations. ()
136. PowerPoint is often used at school and home. ()
137. Charts are used in PowerPoint to clarify data and numbers in a simple way. ()
138. The Theme in PowerPoint means inserting an image inside the slide. ()
139. The "Animations" tab is used to add visual effects to elements in a slide. ()
140. The File Tab allows you to change the font type and color. ()
141. The Design Tab allows you to choose the "slide size." ()
142. Slides in PowerPoint are the spaces where we write text and add images. ()
143. The Home tab is used to check for spelling errors. ()
144. "Themes" in the Design Tab are used to change the background and colors. ()
145. To add videos to the presentation, use "Insert" Tab. ()
146. The Review Tab contains commands to change the text color. ()
147. The Review Tab is responsible for ensuring there are no spelling errors. ()
148. One of the most important skills of using PowerPoint effectively is the ability to deliver your idea and make audience engaged. ()
149. A database is used just to store and organize small amounts of data. ()
150. Excel is used to create tables made of columns and rows. ()
151. In Excel, a row is called a record. ()
152. You can use Microsoft Excel to perform addition, subtraction, and multiplication. ()
153. When you use a formula such as =B2-B3, you are performing subtraction. ()
154. Column headings in the first row are called "Field names". ()
155. The main goal of analyzing and modifying data is to destroy the data. ()
156. To create a formula, you must start with the (+) sign. ()
157. To sort data from smallest to largest, we use the Sort tool. ()



158. "Insert Column" formats the new column automatically. ()
159. A record represents the type of information, such as a student's name. ()
160. To add a new column, you right-click on the column heading. ()
161. A field represents all information about one item. ()
162. The program that uses tables made of rows and columns to create databases is Microsoft Word. ()
163. The first step to create a simple database in Excel is defining / writing the column headings (fields) in the first row. ()
164. SmartArt is used to show information in an organized and visual way. ()
165. You can find the SmartArt icon under the "Review" tab. ()
166. SmartArt cannot be inserted from the "Insert" menu in PowerPoint. ()
167. Flowcharts help classmates understand project steps more easily. ()
168. The "Process" category of SmartArt is used to represent sequential steps. ()
169. You cannot change the colors of the SmartArt after inserting it. ()
170. The colors or design of SmartArt cannot be changed after you insert it. ()
171. The "Cycle" category is suitable for representing a series of steps. ()
172. SmartArt makes presentations less engaging for the teacher. ()
173. The "SmartArt Design" tab appears only after you click on the flowchart. ()
174. Flowcharts are only useful for science topics like plant life cycles. ()
175. One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. ()
176. Reading long texts is easier for the audience than looking at flowcharts. ()
177. You can choose a new style from "SmartArt Style" to change the look of shapes. ()
178. To customize your flowchart, you must first click on the flowchart itself. ()
179. Flowcharts are not useful for organizing team tasks in a project. ()
180. "SmartArt Design" and "Format" tabs are always visible, even if you don't click the chart. ()



Q1: Choose the correct answer

1. What is artificial intelligence trying to simulate in machines?
 - a. Rocket speed
 - b. Human traits in problem-solving and logic**
 - c. Cloud movement
 - d. Electrical signals in circuits
2. is used to verify your identity and unlock your smartphone.
 - a. email filter
 - b. Siri
 - c. chat bots
 - d. Facial Recognition**
3. means that AI tools must include all users and not only a specific group.
 - a. Inclusiveness**
 - b. Bias
 - c. Responsibility
 - d. Privacy
4. Which AI tool is used to protect your email from dangerous messages?
 - a. Voice assistants
 - b. Smart home devices
 - c. Email filter**
 - d. Smart navigation systems
5. What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
 - a. Hypotheses
 - b. Algorithms**
 - c. Records
 - d. Statistical models
6. Artificial intelligence (AI) technology enables machines to use human-like traits such as to solve problems.
 - a. guessing
 - b. physical strength
 - c. emotions
 - d. logic**
7. Which ethical principle prevents artificial intelligence from making decisions based on personal opinions?
 - a. Beneficence
 - b. Responsibility
 - c. Unbiased**
 - d. Transparency
8. Siri and Alexa are examples of
 - a. voice assistants**
 - b. email filters
 - c. language processing tools
 - d. none of them



9. What does the principle of "Inclusiveness" require in artificial intelligence ethics?

- a. AI tools are used by only one specific group.
- b. AI tools explain how they work.
- c. AI tools include all users, not a specific group.**
- d. That tools are protected from hacking only.

10. Chat windows on websites that automatically respond to you are known as

.....

- a. voice assistants
- b. email filters
- c. chatbots**
- d. facial recognition

11. Artificial intelligence makes machines use logic and in problem-solving.

- a. Handwriting
- b. Decision-making**
- c. Fast travel
- d. Automatic printing

12. Which of the following is considered a common artificial intelligence tool?

- a. Manual sewing machine
- b. Navigation applications that guide you to a destination**
- c. Fax machine
- d. Traditional calculator

13. The thing that artificial intelligence relies on to learn and solve problems is called

.....

- a. Records
- b. Algorithms**
- c. Clouds
- d. Metadata

14. Digital robots that answer your questions using voice commands are called

.....

- a. Voice Assistants**
- b. Algorithms
- c. Email filters
- d. Facial Recognition

15. What ethical principle ensures that society benefits from artificial intelligence?

- a. Benefit**
- b. Transparency
- c. Responsibility
- d. Justice

16. tools help you formulate your writings, send emails, and simple messages.

- a. Facial recognition
- b. Chat windows
- c. Language processing**
- d. Logic



17. If artificial intelligence collects your personal information, it must apply the principle of

- a. Inclusiveness
- b. Transparency
- c. Accuracy
- d. Privacy**

18. What is the process of buying and selling goods and services online?

- a. E-commerce**
- b. Digital investment
- c. Traditional marketing
- d. Cloud comparison

19. What do smart search engines use to provide personalized suggestions and classify products according to what you like?

- a. Font size
- b. Artificial intelligence**
- c. Page design
- d. Calculator

20. When you buy a company's share, you become in that company.

- a. A lender
- b. A consumer
- c. An employee
- d. A partner**

21. What is the importance of reviewing companies' official websites before investing in them?

- a. To check the color of the company logo
- b. To follow new products
- c. To know the number of company employees
- d. To ensure the ethical rules followed by the company**

22. What is the function of electronic comparison websites?

- a. Hiding product prices
- b. Comparing product specifications and prices in one place**
- c. Deleting unwanted products
- d. Collecting only friends' and family reviews

23. E-commerce is the buying and selling of goods and services through

- a. The Internet**
- b. Traditional mail
- c. traditional market
- d. Libraries

24. What gives you a part of ownership in a company?

- a. Bonds
- b. Sukuk
- c. Shares**
- d. Coupons



25. Which technological tool helps you compare prices and specifications when purchasing a laptop?

- a. Traditional search engines
- b. Shopping websites
- c. Electronic comparison websites**
- d. Old applications

26. What should an investor consider when choosing companies that protect the environment?

- a. Increasing profits only
- b. the company is very large
- c. the company protect environment and follows ethical rules**
- d. Number of employees

27. Why is technology more important now when shopping online?

- a. To reduce available options
- b. Because the choices and products has become very large**
- c. Because stores have become closed
- d. To facilitate travel

28. Which AI tool of the following helps the consumer?

- a. Using a calculator
- b. Smart search engines**
- c. Writing by hand
- d. none of them

29. A person who buys goods and services is called..... .

- a. Designer
- b. Programmer
- c. Consumer**
- d. none of them

30. Investing in a company's bonds means that you..... .

- a. get free goods
- b. Lend money to the company**
- c. Own all the company's shares
- d. all of them

31. Investing in a company's shares is for the purpose of

- a. Wasting money
- b. cheating others
- c. Supporting the company and earning profits**
- d. both a and b

32. What do smart search engines use to classify results that suit you?

- a. Product colors
- b. Your preferences and previous browsing behavior**
- c. Stores names
- d. personal information



33. What is the name of the organizations that provide support to students and teachers in the field of education?

- a. Educational Service Providers (ESP)**
- b. Public transportation services
- c. Retail companies
- d. Sports training centers

34. Online libraries such as are examples of Educational Service Providers.

- a. Google
- b. Alexandrina Library**
- c. Social Media
- d. Microsoft

35. What is the importance of having a clear subject in an email message?

- a. To increase the size of the message
- b. To change the font color
- c. To help the recipient know the purpose of the message**
- d. to add images

36. Educational Service Providers can provide students with

- a. books
- b. online training materials
- c. gaming software
- d. both a and b**

37. What are the chat programs on websites that use artificial intelligence?

- a. Voice assistants
- b. Navigation applications
- c. Email
- d. chat windows (Chatbots)**

38. When writing an email, you should write a subject to help the recipient.

- a. long and vague
- b. clear and short**
- c. funny
- d. hidden

39. Why should your questions be accurate and clear when using a chat window?

- a. To reduce Internet usage
- b. To speed up the device
- c. To get accurate answers**
- d. To stop your request completely

40. What is the first step you should start with when writing the content of an email?

- a. Starting with a formal and respectful greeting**
- b. Adding the attachments
- c. Ending the message with your signature
- d. Adding images



41. Chatbots are designed to respond to questions

- a. via mail
- b. online**
- c. through television
- d. none of them

42. Email is a way of communication.

- a. Informal
- b. Random
- c. Formal / professional**
- d. Personal only

43. If your problem requires a very fast response, what is the best choice?

- a. Sending a fax
- b. A traditional message via email
- c. A chat window**
- d. Making a phone call

44. What do chat windows use to understand users' questions?

- a. Programs designed with AI**
- b. Calculator
- c. Hard disk drive
- d. Web browser

45. Chatbots are not real people; they are computer programs.

- a. simple
- b. AI**
- c. manual
- d. offline

46. Which part of an email specify the purpose of your email?

- a. Signature
- b. Greeting
- c. Content
- d. Subject**

47. Mention one advantage of chat windows compared to email.

- a. more formal
- b. Instant response**
- c. Suitable for explaining long problems
- d. Difficult to use

48. Small windows that appear on websites asking "How can I help you?" are called

- a. chatbots**
- b. viruses
- c. emails
- d. browsers



49. Besides email and chatbots, you can communicate through

- a. Telephone
- b. visiting support offices
- c. EKB
- d. both a and b**

50. Video conferences allow communication through between people in different places.

- a. text messages only
- b. Still images only
- c. Audio and video at the same time**
- d. Email

51. is a popular program used for video conferencing.

- a. Microsoft Teams
- b. Google Meet
- c. Zoom
- d. all of them**

52. Video conferencing is like face-to-face communication but uses

- a. cloud computing**
- b. flash memory
- c. library catalogs
- d. none of them

53. What is the first step to create a new video meeting?

- a. Sending an email
- b. Click "End Call" option
- c. Sharing the screen
- d. Click "New Meeting" option**

54. What should you do before joining a conference to avoid technical problems?

- a. Eating breakfast
- b. Check Internet, camera, and microphone**
- c. Writing a long message
- d. Updating the operating system

55. To join a current meeting, what do you need from the person who created the meeting?

- a. Your street name
- b. Phone number
- c. Email address
- d. Meeting link or joining code**

56. What is the technological environment in which video conferences take place and allows the use of applications remotely?

- a. Memory card
- b. Personal computer
- c. Cloud computing**
- d. Hard disk



57. Video conferences allow you to communicate in the

- a. Same Time**
- b. next day
- c. Last week
- d. Next month

58. When joining an online meeting, but you don't have the link, which of the following do you need?

- a. Your email address
- b. Meeting code**
- c. Username
- d. Phone number

59. After the meeting, you can send a to the participants.

- a. meeting code
- b. follow-up email**
- c. new link
- d. camera icon

60. What is the process that enables you to obtain a copy of the meeting after it ends?

- a. Instant messaging
- b. Joining the meeting
- c. Screen sharing
- d. Conference recording**

61. Video conferences happen in , meaning communication is live.

- a. real time**
- b. the past
- c. offline mode
- d. written format

62. What is the function of the "Join" button in video conferencing programs?

- a. Entering the meeting**
- b. Creating a new link
- c. Turning off the camera
- d. Screen sharing

63. One of the rules to follow during the conference is to

- a. create a link
- b. check the internet
- c. be calm and respectful**
- d. invite friends

64. is a digital tool used in video conferencing to record written notes.

- a. Presentations
- b. Chat**
- c. Camera
- d. Audio recording



65. Programming languages are a set of used to give clear instructions to computer programs.

- a. humans and machines
- b. rules and symbols**
- c. wires and cables
- d. power sockets

66. Which programming language is used to create the basic structure of web pages?

- a. JavaScript
- b. Plant
- c. HTML**
- d. None of them

67. To solve the problem of a , you can try opening it using a different program.

- a. forgotten password
- b. corrupted file**
- c. broken charger
- d. wireless network

68. If your device is not charging, what is the first thing you should check?

- a. Device volume
- b. Today's date
- c. Internal battery
- d. Charging cable or power socket**

69. Which language is used to add interaction and movement to web pages?

- a. HTML
- b. JavaScript**
- c. Python
- d. CSS

70. What is the best option to protect files from permanent loss?

- a. Saving the file in the Recycle Bin
- b. Saving the file on the desktop
- c. Saving the file on a USB drive
- d. Saving the file on cloud storage**

71. Think of as the bones that give the web page its shape.

- a. HTML**
- b. JavaScript
- c. External drive
- d. Power adapter

72. What is the final action that should be taken if all solutions failed to fix a corrupted file?

- a. Trying to open it with different programs
- b. Deleting the corrupted file**
- c. Sending the file to a friend
- d. Restart the device



73. JavaScript is used to create web pages, such as moving buttons.

- a. static
- b. dynamic**
- c. wired
- d. corrupted

74. Programming languages are sets of codes and rules that give to the computer.

- a. Instructions (or commands)**
- b. still images
- c. Songs
- d. Text files

75. What is a file called when it does not work properly?

- a. Normal file
- b. Corrupted file**
- c. Saved file
- d. Temporary file

76. It is a good idea to make a of your files to keep them safe.

- a. symbol
- b. backup**
- c. pop-up
- d. bone

77. HTML builds the structure of a web page. What does JavaScript create on the page?

- a. Structure only
- b. special symbols
- c. Interactivity and movement**
- d. Text only

78. What type of storage allows you to save your files on the Internet?

- a. Cloud storage**
- b. Recycle Bin
- c. Internal hard disk
- d. External hard disk

79. Computers communicate using because they don't understand human language.

- a. human language
- b. charging cables
- c. power adapters
- d. programming languages**

80. In your opinion, why should passwords be strong and unique?

- a. To protect the account from hacking**
- b. To make them easy to remember
- c. To be short
- d. To make sharing with others easier



81. Google Drive and OneDrive are examples of

- a. programming languages
- b. cloud storage**
- c. corrupted files
- d. web structures

82. What is the main goal of photo editing?

- a. editing images and making them more attractive**
- b. Reducing image clarity
- c. Making images look old
- d. Increasing the file size

83. GIMP is an abbreviation for Image Manipulation Program.

- a. General
- b. GNU**
- c. Global
- d. Google

84. What is the name of the process that makes two different images appear as one image in a presentation?

- a. Color correction
- b. Changing the background
- c. merging images**
- d. Cropping the image

85. Modern image editing programs use to help users.

- a. Artificial Intelligence**
- b. manual tools only
- c. Wi-Fi
- d. IoT

86. One of the features of GIMP is that it is

- a. very expensive
- b. open-source**
- c. hard to find
- d. not powerful

87. What is the role of artificial intelligence in photo editing programs?

- a. Deleting old files
- b. Printing the image
- c. Organizing and customizing colors**
- d. Increasing resolution

88. Through image editing, you can restore of an image.

- a. original colors**
- b. the name
- c. the date
- d. the location



89. Why is GIMP considered an "open-source" program?

- a. Because it is free
- b. Because it allows users to modify and develop its tools**
- c. Because it is used only with the Internet
- d. Because it does not require installation

90. Motion blur is an example of

- a. LAN
- b. merging
- c. correcting flaws
- d. special effects**

91. Which of the following is a flaw in an image and can be fixed by editing?

- a. excessive camera light**
- b. Slow Internet
- c. Video volume is low
- d. Difficulty in typing

92. Enhancing photos means corrects and restoring original colors.

- a. Background
- b. Lighting
- c. flaws**
- d. Size

93. If you want to make your image look old or have motion blur, what can you use?

- a. Text editing
- b. Color organization
- c. Special effects (Filters)**
- d. Background correction

94. Besides editing, what can you do with images to use them in presentations?

- a. Merge images**
- b. Increase Internet speed
- c. Change text color
- d. Write comments

95. To remove excessive camera light, we use

- a. scanners
- b. printers
- c. image editing**
- d. none of them

96. What is required from user who wants to use GIMP?

- a. take time to learn and practice**
- b. Purchase the program
- c. Be a professional Graphic designer
- d. Have a fast Internet connection



97. What is the name of the tool used to add special effects to images in photo editing programs?

- a. Colors
- b. Filters**
- c. Attachments
- d. Shapes

98. _____ is a term used for all technological tools that help us process information.

- a. HTML
- b. ICT**
- c. RAM
- d. URL

99. What is the main component used in online booking applications to determine locations?

- a. Cooling system
- b. Cash payment system
- c. Global Positioning System (GPS)**
- d. Solar energy system

100. Information and Communication Technology make environment better by _____.

- a. Increasing the number of fuel cars
- b. Ignoring public transportation
- c. Reducing number of computers
- d. Supporting the use of vehicles that do not emit harmful gases**

101. Technology helps reduce pollution by spreading _____.

- a. traditional cars
- b. public transport
- c. fuel stations
- d. electric vehicles**

102. One benefit of online booking in everyday services is _____.

- a. Saving time and effort**
- b. Increasing waiting time
- c. Excessive use of paper
- d. Complicating procedures

103. Using electronic payment is better because it is more _____.

- a. expensive
- b. traditional
- c. slow
- d. secure**

104. If a booking app sends you a message about the departure time, this service is called _____.

- a. Automatic notifications**
- b. Central heating
- c. Photography
- d. Smart lighting



105. _____ have helped electric vehicles spread widely.

- a. ICT applications
- b. payment systems
- c. public transport
- d. both a and b**

106. Which of the following terms refers to “Information and Communication Technology”?

- a. GBT
- b. ICT**
- c. CPU
- d. ABC

107. _____ helps you organize your time and request a service without going to its place.

- a. Driving
- b. Online booking**
- c. Cash payment
- d. Waiting

108. Which of the following is a traditional problem solved by online booking systems?

- a. Staying at home
- b. Using a phone
- c. Standing in a long queue**
- d. Browsing the internet

109. To avoid waiting, ICT tools send you _____ about the arrival time of the vehicle.

- a. notifications**
- b. emails
- c. gifts
- d. books

110. When you use an app to find the school bus, you are exploring the types of ICT tools used in _____.

- a. Building houses
- b. E-learning
- c. Modern agriculture
- d. Smart transportation systems**

111. Using a GPS tracking application helps you see the _____ on the map.

- a. weather
- b. driver's home
- c. bus location**
- d. ticket price

112. If a transportation company relies on electronic payment instead of cash payment, this increases _____.

- a. Safety**
- b. Pollution
- c. Fuel consumption
- d. Breakdowns



113. Traditional methods of payment involve paying _____ to the driver.

- a. credit
- b. cash**
- c. nothing
- d. points

114. The tool that helps the driver finds the best route to avoid traffic congestion is part of the _____.

- a. Central cooling system
- b. Navigation and guidance system**
- c. Entertainment and gaming
- d. Smart lighting

115. The goal of proposing the design of a new technological tool is to _____.

- a. Ignore problems
- b. Make manual work more difficult
- c. Innovate smart solutions to problems**
- d. Increase complexity

116. What program makes the computer work?

- a. Drawing program
- b. Electronic game
- c. Writing program
- d. Operating system**

117. One of the tasks of the operating system is to manage _____.

- a. people
- b. files and folders**
- c. electricity
- d. none of them

118. Examples of operating systems for smartphones include _____.

- a. Android
- b. iOS
- c. Windows
- d. both a and b**

119. The operating system controls device components like the _____.

- a. internet
- b. table
- c. keyboard**
- d. chair

120. To change the desktop background, we use _____.

- a. Keyboard
- b. Control Panel**
- c. Recycle Bin
- d. Browser

121. The applications store on Android devices is called _____.

- a. App Store
- b. Apple Store
- c. Windows Store
- d. Play Store**



122. Changing the language and date in system settings helps in _____.

- a. Improving sound
- b. Organizing device usage**
- c. Deleting files
- d. Installing programs

123. Which company developed the Windows operating system?

- a. Google
- b. Apple
- c. Microsoft**
- d. Linux

124. macOS is an operating system from _____.

- a. Microsoft
- b. Apple**
- c. Google
- d. none of them

125. Which of the following is not an operating system?

- a. Android
- b. Mac
- c. Windows
- d. Facebook**

126. In Windows, you can modify device settings through the _____.

- a. Play Store
- b. Control Panel**
- c. macOS
- d. Desktop background

127. What is the function of an operating system?

- a. Running games only
- b. Running the device and managing programs**
- c. Displaying images only
- d. Increasing internet speed

128. Applications on Android devices are downloaded from _____.

- a. App Store
- b. Play Store**
- c. Windows Store
- d. Control Panel

129. On smartphones, you can change settings through _____.

- a. Control Panel
- b. App Store
- c. Settings**
- d. CD

130. Where can you download applications on a smartphone?

- a. Recycle Bin
- b. Settings
- c. File Manager
- d. App Store**



131. When adjusting the sound on a device, we use _____.

- a. Printer
- b. Microphone
- c. **Settings**
- d. Recycle Bin

132. After installation, the application _____ appears on the screen.

- a. **icon**
- b. battery
- c. cable
- d. router

133. Which program is used to write reports?

- a. Excel
- b. PowerPoint
- c. **Word**
- d. Paint

134. When you start a new report in Word, you should choose _____.

- a. Save As
- b. **New Document**
- c. Format
- d. Delete

135. The command used to insert an image into a document is _____.

- a. File
- b. View
- c. Layout
- d. **Insert**

136. The _____ in Word contains commands such as “File”, “Insert”, and “Layout”.

- a. **Menu Bar**
- b. Writing Area
- c. Operating System
- d. Play Store

137. _____ help us exchange messages and files quickly via the internet.

- a. **Messaging services**
- b. Word programs
- c. Keyboards
- d. Operating systems

138. The writing area in Word is the place where we _____.

- a. Change the language
- b. **Write text**
- c. Save files
- d. Display images only

139. _____ is one of the most popular word processing programs in the world.

- a. WhatsApp
- b. **Microsoft Word**
- c. Telegram
- d. Messenger



140. An example of a messaging application is _____.

- a. Word
- b. Paint
- c. Excel
- d. WhatsApp

141. Microsoft Word helps you to insert _____ into your reports.

- a. images and tables
- b. routers
- c. hardware
- d. Wi-Fi signals

142. _____ help us exchange messages and files quickly via the internet.

- a. Messaging services
- b. Word programs
- c. Keyboards
- d. Operating systems

143. To protect yourself when using messaging service, you should _____.

- a. Share your phone number with everyone
- b. Open all links
- c. Not share personal information
- d. Ignore privacy settings

144. To change the font color and size in Word, you use the _____.

- a. Screen
- b. Printer
- c. Toolbar
- d. Mouse

145. A table can be inserted in Word from the _____ menu.

- a. Insert
- b. File
- c. View
- d. Tools

146. To keep your work for later, you save the file through the _____ menu.

- a. View
- b. Edit
- c. File
- d. Insert

147. All of the following are examples of messaging services EXCEPT _____.

- a. WhatsApp
- b. Messenger
- c. Telegram
- d. Microsoft Word

148. Which tool of the following helps in text formatting?

- a. Changing color
- b. Deleting the program
- c. Adjusting the clock
- d. Playing sound



149. To save a file, we choose the command _____.

- a. Open
- b. Print
- c. **Save**
- d. Exit

150. From messaging service that allows sending images _____.

- a. Word
- b. **WhatsApp**
- c. Paint
- d. Excel

151. To stay safe online, you should avoid opening _____ links.

- a. safe
- b. educational
- c. **suspicious**
- d. known

152. One of the methods of using messaging safely is _____.

- a. Sharing passwords
- b. Not respecting others
- c. **Using the application for useful purposes**
- d. Opening unknown links

153. While using messaging services, you should NOT share your _____ with strangers.

- a. **personal information**
- b. school name
- c. favorite color
- d. general reports

154. What is the most famous and commonly used program for creating presentations?

- a. Microsoft Word
- b. Microsoft Excel
- c. **Microsoft PowerPoint**
- d. Microsoft Paint

155. A presentation is used to _____.

- a. Write long messages
- b. Perform mathematical calculations
- c. Browse the Internet
- d. **Present ideas and information in an interesting way**

156. To add a new image to a slide, we use the _____ tab.

- a. Animations
- b. Design
- c. **Insert**
- d. View



157. A presentation is a collection of _____ used to present information and ideas.

- a. files
- b. slides**
- c. printers
- d. cables

158. Microsoft PowerPoint is part of the _____ suite.

- a. Microsoft Office**
- b. Android
- c. Google
- d. Internet

159. If you want to change the shape and color of the slide background, you should use the _____ tab.

- a. File
- b. Insert
- c. Review
- d. Design**

160. To save, open, or print a presentation, you should use the _____.

- a. Design Tab
- b. Insert Tab
- c. File Tab**
- d. Review Tab

161. The main function of the “Review” tab is to _____.

- a. check spelling and ensuring word accuracy**
- b. Adding charts
- c. Formatting fonts and colors
- d. Creating transition

162. The File Tab is located at the _____.

- a. bottom right
- b. center of screen
- c. top left**
- d. bottom left

163. What tools can be used to create an attractive and visually appealing presentation?

- a. animations
- b. shapes
- c. images
- d. all of them**

164. You can use the Insert Tab to add _____ to clarify numbers.

- a. animations
- b. fonts
- c. charts**
- d. spell checks



165. In PowerPoint, the bar that contains commands such as changing font size is _____.

- a. File bar
- b. Animation bar
- c. Status bar
- d. Home tab

166. Before you start designing slides, you can set the slide size through the _____ option.

- a. Slide Size
- b. Background color
- c. Font
- d. Insert table

167. Animation options make your slides _____ and look attractive.

- a. move
- b. print
- c. save
- d. stop

168. Transition options between slides help you to _____.

- a. Print the document
- b. Save the file
- c. Make presentation more exciting and engaging
- d. Send an email

169. The _____ is responsible for checking words and ensuring there are no spelling errors.

- a. Insert Tab
- b. Design Tab
- c. Review Tab
- d. File Tab

170. What is the element you must maintain for your presentation to succeed?

- a. Too much text only
- b. Ignoring images
- c. Using one font throughout the presentation
- d. Delivering your ideas effectively and impressing the viewers

171. A _____ is a way to store and organize large amounts of data inside a computer.

- a. Printer
- b. Database
- c. Cable
- d. Router

172. In Excel, the row that contains complete information about one person is called _____.

- a. Field
- b. Record
- c. Column
- d. Workbook



173. To add a new column in Excel, we use the option _____.

- a. **Insert column**
- b. Delete row
- c. Sort data
- d. Filter data

174. Microsoft Excel is used to create and manage _____.

- a. Daily notes
- b. Electronic games
- c. **Databases**
- d. Animated graphics

175. What symbol should be written first to create a formula in Excel?

- a. +
- b. -
- c. *
- d. **=**

176. In Excel, rows are called _____.

- a. Fields
- b. Headers
- c. **Records**
- d. Columns

177. Excel can be used for _____.

- a. Sorting
- b. Mathematical operations
- c. Filtering
- d. **All of them**

178. What is the name of a column heading like "Student Name" in a database?

- a. Record
- b. Row
- c. **Field**
- d. Workbook

179. When writing column headings such as "ID Number" and "Class Name", you write them in _____.

- a. The second row
- b. **The first row**
- c. The last column
- d. Any empty place

180. Databases make it easy to _____ information.

- a. search
- b. analyze
- c. modify
- d. **all of them**



181. One of the common tools you learned that helps you organize data in Excel is _____.

- a. Insert picture
- b. Sort**
- c. Add WordArt
- d. Draw a circle

182. What is the most appropriate definition of a database?

- a. A collection of stories
- b. A file for writing letters
- c. A program for creating presentations
- d. A way to store and organize large amounts of information**

183. The “Student’s Name” in a database table is considered a _____.

- a. Field**
- b. Record
- c. Row
- d. symbol

184. If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

- a. C2+C3+C4
- b. =SUM (C2:C4)
- c. =C2+C3+C4**
- d. C2C3C4

185. To calculate an average in Excel, we use _____.

- a. Addition then division**
- b. Only subtraction
- c. Only multiplication
- d. Wi-Fi signals

186. Storing with large amounts of information in databases is done in _____.

- a. The radio
- b. The computer system**
- c. The old mobile phone
- d. The camera

187. SmartArt are ready-to-use graphics and shapes in _____.

- a. Excel
- b. Word
- c. PowerPoint**
- d. Access

188. The SmartArt flowchart is mainly used to _____.

- a. Write long messages
- b. Simplify and show a series of steps or information**
- c. Play videos only
- d. Perform mathematical calculations



189. To add a SmartArt chart to a slide, start by clicking the _____ tab.

- a. Design
- b. Review
- c. **Insert**
- d. Animations

190. After clicking the SmartArt icon, a _____ will appear showing many chart types.

- a. new slide
- b. **dialog box**
- c. blank page
- d. saved file

191. SmartArt makes your presentation more _____.

- a. boring
- b. **engaging**
- c. difficult
- d. long

192. To represent series of steps for completing a project, it is preferable to choose the _____ flowchart category.

- a. Pyramid
- b. Relation
- c. Matrix
- d. **Process**

193. In the Smart Art Design tab, you can _____ to make your slides more attractive.

- a. **Change Colors**
- b. delete the file
- c. hide the text
- d. close the program

194. To change the flowchart colors, go to the _____ tab that appears after insertion.

- a. **SmartArt Design**
- b. Format
- c. Review
- d. Slide Show

195. Which of the following is a category you can choose if your info is a series of steps?

- a. Square
- b. **Cycle**
- c. Line
- d. Dot

196. PowerPoint allows inserting _____.

- a. Measuring devices
- b. Calculators
- c. **Charts and videos**
- d. Carpentry tools



197. Flowcharts help present the material better than _____.

- a. Animated images
- b. Videos
- c. Plain text (written)
- d. Charts

198. To start writing inside the flowchart, you must click on the _____ that appears on the slide.

- a. empty space
- b. [text] box
- c. scroll bar
- d. close button

199. When you select the “Change Colors” option for the flowchart, the goal is to _____.

- a. Make it beautiful and colorful
- b. Increasing font size
- c. Deleting the chart
- d. Changing the written text

200. After inserting a flowchart, you click on [Flowchart] to _____.

- a. Delete it
- b. Add the text and information
- c. Print the slide
- d. Close the program

201. Charts in PowerPoint are used to _____.

- a. Write poetry
- b. Perform slide transitions
- c. Represent data and numbers visually
- d. Search for information

202. Which tool can be used to represent the stages of a “life cycle” of something?

- a. List
- b. Relation
- c. Matrix
- d. Cycle



Q2: Put (True) or (False)

1. Artificial intelligence is the technology that enables machines to use human traits in problem-solving. (T)
2. Artificial intelligence depends on algorithms to learn and solve problems. (T)
3. Algorithms are a set of random steps that computers follow. (F)
4. AI tools should be used to make society better. (T)
5. The principle of transparency requires that the tool designer be ready to explain how it works. (T)
6. Facial Recognition is used to prevent malicious emails from reaching your inbox. (F)
7. AI decisions should be based on personal views and opinions. (F)
8. If an AI tool makes an error, the designer is not required to admit the mistake and correct it. (F)
9. Language processing tools help in formulating writing and emails. (T)
10. Responsibility means the designer must correct the AI if it makes a mistake. (T)
11. It is ethical to ignore the data of a specific group of people when training AI tools. (F)
12. Protectiveness means that personal information should not be leaked. (T)
13. Siri and Alexa carry out requests using voice commands. (T)
14. Inclusiveness means AI tools should only benefit a specific group of people. (F)
15. An AI tool that suggests people you may know on social media is an example of an AI tool that makes recommendations. (T)
16. E-commerce is the process of buying and selling goods and services online. (T)
17. Comparison websites help users evaluate the quality and price of products. (T)
18. Buying a stock means you own a small part of the company. (T)
19. Ethical investment means supporting companies that harm the environment. (F)
20. AI helps us make the right purchasing decisions in e-commerce. (T)
21. If you buy bonds, you become a partner in the company. (F)
22. To ensure a company is ethical, you should review its official website. (T)
23. Buying a bond means you are lending money to a company. (T)
24. "Green Companies" are those that focus on increasing pollution to make profit. (F)
25. Reviews help you evaluate the quality of the product before purchasing. (T)
26. The ownership of a company is divided into equal parts called bonds. (F)
27. A person who buys a bond is lending money to the company. (T)
28. Alexandria digital library is an example of Educational Service Providers. (T)
29. The best way to get a detailed and professional explanation of a problem is email. (T)
30. Email is an informal way of communication used between friends only. (F)
31. Speed is one of the main advantages of using chatbots. (T)
32. In a professional email, you should clearly state the purpose of your contact. (T)
33. A chat window is the best way to communicate for complex problems. (F)
34. You should end your professional email with your signature. (T)
35. Online reviews are helpful in evaluating the quality of a product before purchasing. (T)
36. Chatbots are real people who answer your inquiries. (F)
37. Email is the best choice when you need to send an official document. (T)



38. Social media messages is the best way to provide accurate and professional information. (F)
39. If your questions to a chatbot are not clear, you will not receive accurate answers. (T)
40. The most important part of an email that helps the recipient quickly know its purpose is the subject line. (T)
41. You cannot communicate with service providers through the telephone. (F)
42. Video conferences allow communication only through text. (F)
43. To create a new meeting, click "New Meeting" option. (T)
44. You can join a meeting by clicking a link sent to you. (T)
45. You should check your technology after the conference is finished. (F)
46. Google Meet, Zoom, and Microsoft Teams are popular conferencing programs. (T)
47. If you are a participant in a meeting, you should turn off your camera and microphone when you are not using them. (T)
48. Clicking the camera icon allows you to turn your video on or off. (T)
49. You do not need an internet connection to use Google Meet. (F)
50. It is important to be calm and respectful during a video conference. (T)
51. Instant chat allow written communication during the conference. (T)
52. You should keep your microphone always on during a meeting. (F)
53. The email sent after the conference is called a follow-up email. (T)
54. Video conferences is like face-to-face communication using cloud computing. (T)
55. Muting the microphone means people can still hear you. (F)
56. A follow-up email can include a recording of the meeting. (T)
57. Inappropriate behavior during a video conference is unacceptable and should be avoided. (T)
58. Computers can understand human language directly. (F)
59. Programming languages are a set of rules and symbols. (T)
60. HTML gives the web page its shape and structure. (T)
61. JavaScript is used to create static web pages only. (F)
62. Cloud storage like One Drive is a preferable way to save files. (T)
63. When you forget your password, you should delete the account and create another one. (F)
64. If the message "File is corrupted" appears, you should try opening it using another program. (T)
65. It is not necessary to make a backup of your important files. (F)
66. Checking the power socket is a suggested step if your device does not charge. (T)
67. The best way to protect files from permanent loss is to save them on cloud storage. (T)
68. JavaScript adds "life" to the page by creating pop-up windows. (T)
69. When you forget your password, you should guess it until it works. (F)
70. If your device battery is the problem, you may need to replace it. (T)
71. If a file won't delete, check if it contains special symbols. (T)
72. External drives are the only way to save backups of your files. (F)
73. GIMP is a powerful program for image editing. (T)
74. Image editing makes images look professional for presentations. (T)
75. GIMP is an abbreviation for GNU Image Manipulation Program. (T)



76. To make an image look like it is moving or has motion blur, we use special effects (filters). (T)
77. You have to pay money to use GIMP. (F)
78. Two images can be merged into one through photo editing. (T)
79. Artificial intelligence does not help in image editing. (F)
80. Open-source programs allow anyone to modify their tools. (T)
81. The role of artificial intelligence in photo editing programs is to organize and customize colors. (T)
82. GIMP is a closed-source program that no one can modify. (F)
83. Modern editing programs use AI to help adjust image colors. (T)
84. Microsoft Word is the popular program used as an alternative of GIMP. (F)
85. Changing a video frame color can make it smoother. (T)
86. You can change the background color of an image. (T)
87. You cannot make a new photo look old using GIMP. (F)
88. Motion blur is a type of special effect. (T)
89. If there is a flaw in an image because of too much light from the camera, photo editing can correct it. (T)
90. ICT tools help us solve real-life problems. (T)
91. Smartphones are only used for communication. (F)
92. Online booking saves effort and helps organize time. (T)
93. It is possible to book a doctor's appointment online without going to the clinic. (T)
94. Electronic payment is more secure than using cash. (T)
95. Technology contributes to increasing carbon emissions in the environment. (F)
96. GPS is used to determine your location accurately. (T)
97. A school bus tracking application helps students organize their time and arrive on time. (T)
98. Traditional methods help you know the bus arrival time exactly. (F)
99. GPS suggests the best and fastest route for your journey. (T)
100. Suggesting a new idea to design an app is a form of innovation. (T)
101. Smart applications show the cost of the service after it ends only. (F)
102. Waiting at the bus stop without knowing the arrival time is a traditional method. (T)
103. There is no difference in time or effort between traditional and online booking. (F)
104. A computer can function without an operating system. (F)
105. The operating system is responsible for designing and writing programs. (T)
106. You cannot change the language or date on your device. (F)
107. The operating system on Apple mobile devices is iOS. (T)
108. Programs are tools that help us perform specific tasks like drawing. (T)
109. The Control Panel is used to change settings in Windows. (T)
110. To change the device language, we go to the application store. (F)
111. You should be careful when changing settings so they don't affect performance. (T)
112. You can only install programs on a computer from a CD. (F)
113. The operating system on a computer is responsible for running programs and organizing the device. (T)
114. iOS is an operating system used for smartphones. (T)



115. The application store for iPhone devices is called Play Store. (F)
116. To install a new program, you must follow the installation steps. (T)
117. The operating system cannot control the computer mouse. (F)
118. Clicking on the application icon opens the program after installation. (T)
119. Microsoft Word is used for word processing and writing reports. (T)
120. You cannot insert tables or headings in a Word document. (F)
121. "Layout" is one of the commands found in the Menu Bar. (T)
122. To save a document in Word, we use the "Insert" menu. (F)
123. The Writing Area is where you write the content of your report. (T)
124. Images can be inserted into a document through the "Insert" menu. (T)
125. You use the "Insert" menu to save your file with a name. (F)
126. Messaging services allow you to exchange images and files easily. (T)
127. Choosing "New Document" is the first step to starting a report. (T)
128. Excel is an example of a messaging service. (F)
129. You should respect others while using messaging applications. (T)
130. It is safe to share your personal information with anyone online. (F)
131. You should avoid spreading rumors when using messaging services. (T)
132. Opening unknown links is a safe way to use the internet. (F)
133. One of the safety rules in messaging is not opening suspicious links. (T)
134. A presentation helps you deliver your message clearly and attractively. (T)
135. Microsoft PowerPoint is one of the most popular programs to create presentations. (T)
136. PowerPoint is often used at school and home. (T)
137. Charts are used in PowerPoint to clarify data and numbers in a simple way. (T)
138. The Theme in PowerPoint means inserting an image inside the slide. (F)
139. The "Animations" tab is used to add visual effects to elements in a slide. (T)
140. The File Tab allows you to change the font type and color. (F)
141. The Design Tab allows you to choose the "slide size." (T)
142. Slides in PowerPoint are the spaces where we write text and add images. (T)
143. The Home tab is used to check for spelling errors. (F)
144. "Themes" in the Design Tab are used to change the background and colors. (T)
145. To add videos to the presentation, use "Insert" Tab. (T)
146. The Review Tab contains commands to change the text color. (F)
147. The Review Tab is responsible for ensuring there are no spelling errors. (T)
148. One of the most important skills of using PowerPoint effectively is the ability to deliver your idea and make audience engaged. (T)
149. A database is used just to store and organize small amounts of data. (F)
150. Excel is used to create tables made of columns and rows. (T)
151. In Excel, a row is called a record. (T)
152. You can use Microsoft Excel to perform addition, subtraction, and multiplication. (T)
153. When you use a formula such as =B2-B3, you are performing subtraction. (T)
154. Column headings in the first row are called "Field names". (T)
155. The main goal of analyzing and modifying data is to destroy the data. (F)
156. To create a formula, you must start with the (+) sign. (F)



157. To sort data from smallest to largest, we use the Sort tool. (T)
158. "Insert Column" formats the new column automatically. (T)
159. A record represents the type of information, such as a student's name. (F)
160. To add a new column, you right-click on the column heading. (T)
161. A field represents all information about one item. (F)
162. The program that uses tables made of rows and columns to create databases is Microsoft Word. (F)
163. The first step to create a simple database in Excel is defining / writing the column headings (fields) in the first row. (T)
164. SmartArt is used to show information in an organized and visual way. (T)
165. You can find the SmartArt icon under the "Review" tab. (F)
166. SmartArt cannot be inserted from the "Insert" menu in PowerPoint. (F)
167. Flowcharts help classmates understand project steps more easily. (T)
168. The "Process" category of SmartArt is used to represent sequential steps. (T)
169. You cannot change the colors of the SmartArt after inserting it. (F)
170. The colors or design of SmartArt cannot be changed after you insert it. (F)
171. The "Cycle" category is suitable for representing a series of steps. (T)
172. SmartArt makes presentations less engaging for the teacher. (F)
173. The "SmartArt Design" tab appears only after you click on the flowchart. (T)
174. Flowcharts are only useful for science topics like plant life cycles. (F)
175. One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. (T)
176. Reading long texts is easier for the audience than looking at flowcharts. (F)
177. You can choose a new style from "SmartArt Style" to change the look of shapes. (T)
178. To customize your flowchart, you must first click on the flowchart itself. (T)
179. Flowcharts are not useful for organizing team tasks in a project. (F)
180. "SmartArt Design" and "Format" tabs are always visible, even if you don't click the chart. (F)



حمل الآن

مجاناً وحصرياً

المراجعة رقم (5)

الترم الثاني





Final Revision

* (1) Choose the right answer:

Mr. Ahmed ElBasha

1. Which artificial intelligence tool is used to protect your email from malicious messages?.

- a. Voice assistants
- b. Smart home devices
- c. Smart navigation systems
- d. Email filters.

2. If artificial intelligence is collecting your personal information, the principle must be applied Library catalogue

- a. Transparency
- b. Inclusivity
- c. Confidentiality (Privacy)
- d. Accuracy

3. What is the importance of reviewing the official websites of companies before investing in them?

- a. To verify the company logo color
- b. To keep track of new products
- c. To determine the number of company employees
- d. To verify the company's ethical standards.

4. What do smart search engines use to rank the results that suit you?

- a. Store names
- b. Product colors
- c. Advertisement images
- d. Your browsing preferences and past behavior

5. What is AI-powered chat programs on websites called?

- a. Voice assistants
- b. Navigation applications
- c. Email
- d. Chatbots

6. What part of the email should you specify the purpose of your message from the beginning?

- a. Signature of the letter
- b. Greeting
- c. Content of the message
- d. Subject of the message

7. What is the necessary procedure that must be done before joining the conference to avoid technical problems?

- a. Eat breakfast
- b. Write a long letter.
- c. Check your internet connection and ensure your camera and microphone are working
- d. Update your operating system.

8. Mention one type of digital tool used in video conferencing?

- a. Word
- b. Google Meet
- c. Excel
- d. Paint

9. What is the best option to protect files from permanent loss?

- a. Save the file to the Recycle Bin
- b. Save it to your desktop.
- c. Save it to a USB drive
- d. Save it to cloud storage

10. In your opinion, why should passwords be strong and unique?

- a. To protect the account from hacking
- b. To make it easy to remember.
- c. To keep it short
- d. To make it easier to share with others

11. What is the name of the process that makes two different images appear as one image in a presentation?

- a. Color correction
- b. Background change.
- c. Image blending
- d. Image cropping.

12. Image enhancement means correcting and restoring colors to their original state.

- a. Background
- b. Lighting.
- c. Bugs
- d. Size

13. What is the role of artificial intelligence in image editing programs?

- a. Delete old files
- b. Print the image.
- c. Adjust and customize colors
- d. Increase camera resolution only.

14. Mention a flaw that may appear in the image and that you can correct by editing (change the color)

- a. Camera blemishes or excessive light
- b. Slow internet connection.
- c. Low video volume
- d. Difficulty typing

15. One of the benefits of booking online for everyday services

- a. Saving time and effort
- b. Increasing waiting times.
- c. Excessive use of paper
- d. Complicating procedures.

16. The tool that helps the driver find the best route to avoid traffic is part of a system

- a. Central cooling
- b. Navigation and routing.
- c. Play and entertainment
- d. Smart lighting

17.To change the screen background, we use

- a. Keyboard
- b. Control Panel.
- c. Recycle Bin
- d. Browser.

18.Which of the following is NOT an operating system?

- a. Android
- b. Facebook.
- c. Windows
- d. Mac

19.The writing area in Word is where

- a. We change its language
- b. We write texts in it
- c. We save files in it.
- d. We only display images in it.

20.Some messaging services that allow sending photos include

- a. Word
- b. WhatsApp.
- c. Paint
- d. Excel

21..... is used to verify your identity and unlock your smartphone.

- a. email filter
- b. Siri
- c. chat bots
- d. Facial Recognition

22..... means that AI tools must include all users and not only a specific group.

- a. Inclusiveness
- b. Bias
- c. Responsibility
- d. Privacy

23.Which AI tool is used to protect your email from dangerous messages?

- a. Voice assistants.
- b. Smart home devices.
- c. Email filter.
- d. Smart navigation systems.

24.Artificial Intelligence (AI) technology enables machines to use human-like traits such as to solve problems.

- a. guessing
- b. physical strength
- c. emotions
- d. logic

25.Siri and Alexa are examples of

- a. voice assistants
- b. email filters
- c. language processing tools
- d. none of them

26.What does the principle of "Inclusiveness" require in artificial intelligence ethics?

- a. AI tools are used by only one specific group.
- b. AI tools explain how they work.
- c. AI tools include all users, not a specific group.
- d. That tools are protected from hacking only.

27.Chat windows on websites that automatically respond to you are known as

- a. voice assistants
- b. email filters
- c. chatbots
- d. facial recognition

28.The thing that artificial intelligence relies on to learn and solve problems is called

- a. Records. b. Algorithms. c. Clouds. d. Metadata.

29.Digital robots that answer your questions using voice commands are called

- a. Voice Assistants b. Algorithms
c. Email filters d. Facial Recognition

30..... tools help you formulate your writings, send emails, and simple messages.

- a. Facial recognition b. Chat windows
c. Language processing d. Logic

31.What is the process of buying and selling goods and services online?

- a. E-commerce b. Digital investment
c. Traditional marketing d. Cloud comparison

32.Which technological tool helps you compare prices and specifications when purchasing a laptop?

- a. Traditional search engines b. Shopping websites
c. Electronic comparison websites d. Old applications

33.Investing in a company's bonds means that you

- a. get free goods b. Lend money to the company
c. Own all the company's shares d. all of them

34.What is the name of the organizations that provide support to students and teachers in the field of education?

- a. Educational Service Providers (ESP) b. Public transportation services
c. Retail companies d. Sports training centers

35.Online libraries such as are examples of Educational Service Providers.

- a. Google b. Alexandrina Library
c. Social Media d. Microsoft

36.Educational Service Providers can provide students with

- a. books b. online training materials
c. gaming software d. both a and b

37.When writing an email, you should write a subject to help the recipient.

- a. long and vague b. clear and short c. funny d. hidden

38.What is the first step you should start with when writing the content of an email?

- a. Starting with a formal and respectful greeting b. Adding the attachments
c. Ending the message with your signature d. Adding images

39.Chatbots are designed to respond to questions

- a. via mail
- b. online
- c. through television
- d. none of them

40.Email is a way of communication.

- a. Informal
- b. Random
- c. Formal / professional
- d. Personal only

41.Chatbots are not real people; they are computer programs.

- a. simple
- b. AI
- c. manual
- d. offline

42.Which part an email specify the purpose of your email?

- a. Signature
- b. Greeting
- c. Content
- d. Subject

43.Mention one advantage of chat windows compared to email

- a. more formal
- b. Instant response
- c. Suitable for explaining long problems
- d. Difficult to use

44.Small windows that appear on websites asking "How can I help you?" are called

- a. chatbots
- b. viruses
- c. emails
- d. browsers

45.Video conferences allow communication through between people in different places.

- a. text messages only
- b. Still images only
- c. Audio and video at the same time
- d. Email

46..... is a popular program used for video conferencing.

- a. Microsoft Teams
- b. Google Meet
- c. Zoom
- d. all of them

47.What is the first step to create a new video meeting?

- a. Sending an email
- b. Click "End Call" option
- c. Sharing the screen
- d. Click "New Meeting" option

48.To join a current meeting, what do you need from the person who created the meeting?

- a. Your street name
- b. Phone number
- c. Email address
- d. Meeting link or joining code

49.What is the technological environment in which video conferences take place and allows the use of applications remotely?

- a. Memory card
- b. Personal computer
- c. Cloud computing
- d. Hard disk

50. After the meeting, you can send a to the participants.

- a. meeting code
- b. follow-up email
- c. new link
- d. camera icon

51. Video conferences happen in meaning communication is live.

- a. real time
- b. the past
- c. offline mode
- d. written format

52. What is the function of the "Join" button in video conferencing programs?

- a. Entering the meeting
- b. Creating a new link
- c. Turning off the camera
- d. Screen sharing

53. Programming languages are a set of used to give clear instructions to programs.

- a. humans and machines
- b. rules and symbols
- c. wires and cables
- d. power sockets

54. Which programming language is used to create the basic structure of web pages?

- a. JavaScript
- b. Paint
- c. HTML
- d. none of them

55. If your device is not charging, what is the first thing you should check?

- a. Device volume
- b. Today's date
- c. Internal battery
- d. Charging cable or power socket

56. Which language is used to add interaction and movement to web pages?

- a. HTML
- b. JavaScript
- c. Python
- d. CSS

57. What is the best option to protect files from permanent loss?

- a. Saving the file in the Recycle Bin
- b. Saving the file on the desktop
- c. Saving the file on a USB drive
- d. Saving the file on cloud storage

58. JavaScript is used to create web pages, such as moving buttons.

- a. static
- b. dynamic
- c. wired
- d. corrupted

59. It is a good idea to make a of your files to keep them safe.

- a. symbol
- b. backup
- c. pop-up
- d. bone

60. Programming languages are sets of codes and rules that give to the computer.

- a. Instructions (or commands)
- b. still images
- c. Songs
- d. Text files

61. What is a file called when it does not work properly?

- a. Normal file
- b. Corrupted file
- c. Saved file
- d. Temporary file

62.What type of storage allows you to save your files on the Internet?

- a. Cloud storage
- b. Recycle Bin
- c. Internal hard disk
- d. External hard disk

63.Computers communicate using because they don't understand human language.

- a. human language
- b. charging cables
- c. power adapters
- d. programming languages

64.What is the name of the process that makes two different images appear as one image in a presentation?

- a. Color correction
- b. Changing the background
- c. merging images
- d. Cropping the image

65.Modern image editing programs use to help users.

- a. Artificial Intelligence
- b. manual tools only
- c. Wi-Fi
- d. IoT

66.One of the features of GIMP is that it is

- a. very expensive
- b. open-source
- c. hard to find
- d. not powerful

67.Motion blur is an example of

- a. LAN
- b. merging
- c. correcting flaws
- d. special effects

68.Which of the following is a flaw in an image and can be fixed by editing?

- a. excessive camera light
- b. Slow Internet
- c. Video volume is low
- d. Difficulty in typing

69..... is a term used for all technological tools that help us process information.

- a. HTML
- b. ICT
- c. RAM
- d. URL

70.What is the main component used in online booking applications to determine locations?

- a. Cooling system
- b. Cash payment system
- c. Global Positioning System (GPS)
- d. Solar energy system

71.Information and Communication Technology make environment better by

- a. Increasing the number of fuel cars
- b. Ignoring public transportation
- c. Reducing number of computers
- d. Supporting the use of vehicles that do not emit harmful gases

72. Technology helps reduce pollution by spreading

- a. traditional cars
- b. public transport
- c. fuel stations
- d. electric vehicles

73. Using electronic payment is better because it is more

- a. expensive
- b. traditional
- c. slow
- d. secure

74. Which of the following terms refers to "Information and Communication Technology"?

- a. GBT
- b. ICT
- c. CPU
- d. ABC

75. To avoid waiting, ICT tools send you about the arrival time of the vehicle.

- a. notifications
- b. emails
- c. gifts
- d. books

76. If a transportation company relies on electronic payment instead of cash payment, this increases

- a. Safety
- b. Pollution
- c. Fuel consumption
- d. Breakdowns

77. Traditional methods of payment involve paying to the driver.

- a. credit
- b. cash
- c. nothing
- d. points

78. What program makes the computer work?

- a. Drawing program
- b. Electronic game
- c. Writing program
- d. Operating system

79. One of the tasks of the operating system is to manage

- a. people
- b. files and folders
- c. electricity
- d. none of them

80. Examples of operating systems for smartphones include

- a. Android
- b. iOS
- c. Windows
- d. both a and b

81. To change the desktop background, we use

- a. Keyboard
- b. Control Panel
- c. Recycle Bin
- d. Browser

82. The applications store on Android devices is called

- a. App Store
- b. Apple Store
- c. Windows Store
- d. Play Store

83. Which company developed the Windows operating system?

- a. Google
- b. Apple
- c. Microsoft
- d. Linux

84. macOS is an operating system from

- a. Microsoft
- b. Apple
- c. Google
- d. none of them

85. Which of the following is not an operating system?

- a. Android
- b. Mac
- c. Windows
- d. Facebook

86. In Windows, you can modify device settings through the

- a. Play Store
- b. Control Panel
- c. macOS
- d. Desktop background

87. What is the function of an operating system?

- a. Running games only
- b. Running the device and managing programs
- c. Displaying images only
- d. Increasing internet speed

88. When adjusting the sound on a device, we use

- a. Printer
- b. Microphone
- c. Settings
- d. Recycle Bin

89. After installation, the application appears on the screen.

- a. icon
- b. battery
- c. cable
- d. router

90. Which program is used to write reports?

- a. Excel
- b. PowerPoint
- c. Word
- d. Paint

91. The command used to insert an image into a document is

- a. File
- b. View
- c. Layout
- d. Insert

92. help us exchange messages and files quickly via the internet.

- a. Messaging services
- b. Word programs
- c. Keyboards
- d. Operating systems

93. is one of the most popular word processing programs in the world.

- a. WhatsApp
- b. Microsoft Word
- c. Telegram
- d. Messenger

94. An example of a messaging application is

- a. Word
- b. Paint
- c. Excel
- d. WhatsApp

95. Microsoft Word helps you to insert into your reports.

- a. images and tables
- b. routers
- c. hardware
- d. Wi-Fi signals

96. A table can be inserted in Word from the menu.

- a. Insert
- b. File
- c. View
- d. Tools

97. All of the following are examples of messaging services EXCEPT

- a. WhatsApp
- b. Messenger
- c. Telegram
- d. Microsoft Word

98. Which tool of the following helps in text formatting?

- a. Changing color
- b. Deleting the program
- c. Adjusting the clock
- d. Playing sound

99. To save a file, we choose the command

- a. Open b. Print c. Save d. Exit

100. From messaging service that allows sending images

- a. Word b. WhatsApp c. Paint d. Excel

101. What is the most famous and commonly used program for creating presentations?

- a. Microsoft Word b. Microsoft Excel
c. Microsoft PowerPoint d. Microsoft Paint

102. A presentation is used to

- a. Write long messages
b. Perform mathematical calculations
c. Browse the Internet
d. Present ideas and information in an interesting way

103. To add a new image to a slide, we use the tab.

- a. Animations b. Design c. Insert d. View

104. A presentation is a collection of used to present information and ideas.

- a. files b. slides c. printers d. cables

105. Microsoft PowerPoint is part of the suite.

- a. Microsoft Office b. Android c. Google d. Internet

106. If you want to change the shape and color of the slide background, you should use the tab.

- a. File b. Insert c. Review d. Design

107. What tools can be used to create an attractive and visually appealing presentation?

- a. animations b. shapes c. images d. all of them

108. A is a way to store and organize large amounts of data inside a computer.

- a. Printer b. Database c. Cable d. Router

109. In Excel, the row that contains complete information about one person is called

- a. Field b. Record c. Column d. Workbook

110. To add a new column in Excel, we use the option

- a. Insert column b. Delete row c. Sort data d. Filter data

111. What symbol should be written first to create a formula in Excel?

- a. + b. - c. * d. =

112. In Excel, rows are called

- a. Fields b. Headers c. Records d. Columns

113. Excel can be used for

- a. Sorting
- b. Mathematical operations
- c. Filtering
- d. All of them

114. Databases make it easy to information.

- a. search
- b. analyze
- c. modify
- d. all of them

115. One of the common tools you learned that helps you organize data in Excel is

- a. Insert picture
- b. Sort
- c. Add WordArt
- d. Draw a circle

116. The "Student Name" in a database table is considered a

- a. Field
- b. Record
- c. Row
- d. symbol

117. If you want to calculate the sum of the numbers in cells C2, C3, and C4, what is the correct formula?

- a. C2+C3+C4
- b. =SUM(C2-C4)
- c. =C2+C3+C4
- d. C2C3C4

118. To calculate an average in Excel, we use

- a. Addition then division
- b. Only subtraction
- c. Only multiplication
- d. Wi-Fi signals

119. Storing with large amounts of information in databases is done in

- a. The radio
- b. The computer system
- c. The old mobile phone
- d. The camera

120. SmartArt are ready-to-use graphics and shapes in

- a. Excel
- b. Word
- c. PowerPoint
- d. Access

121. After clicking the SmartArt icon, a will appear showing many chart types.

- a. new slide
- b. dialog box
- c. blank page
- d. saved file

122. SmartArt makes your presentation more

- a. boring
- b. engaging
- c. difficult
- d. long

123. In the SmartArt Design tab, you can to make your slides more attractive.

- a. Change Colors
- b. delete the file
- c. hide the text
- d. close the program

124. To change the flowchart colors, go to the tab that appears after insertion.

- a. SmartArt Design
- b. Format
- c. Review
- d. Slide Show

125. Which of the following is a category you can choose if your info is a series of steps?

- a. Square
- b. Cycle
- c. Line
- d. Dot

✳(2) Put (√) or (X) :

1. Artificial intelligence is the technology that enables machines to use human attributes in problem-solving ()
2. Responsibility is the ethical principle that relates to ensuring that society benefits from artificial intelligence ()
3. Artificial intelligence tools on social media platforms can suggest people you ()
4. The principle of transparency requires that the tool's designer be prepared to explain how it works ()
5. Language processing tools help in drafting writing and emails. ()
6. It is ethical to deliberately omit data from a specific group of people when training artificial intelligence tools. ()
7. E-commerce is the process by which goods and services are bought and sold online()
8. Stocks that give you an ownership stake in a company are called bonds ()
9. When you buy a share in a company, you become a lender to that company ()
- 10.What an investor should consider when choosing companies to support the environment is that the company is environmentally friendly and follows ethical standards ()
- 11.The function of online comparison sites is to remove unwanted products ()
- 12.Smart search engines are among the most important artificial intelligence tools that help users on the internet ()
- 13.The best way to communicate if you need a detailed and professional explanation of a problem is via email ()
- 14.Social media messages are always the best way to deliver accurate and professional information ()
- 15.When you buy a share in a company, you become a lender to that company ()
- 16.The most important element for enabling the recipient to quickly identify the message's purpose in an email is the message subject ()
- 17.Online reviews are a helpful tool for evaluating product quality before purchase ()
- 18.Email is a random means of communication()
- 19.To create a new meeting, you need to click on the "New Meeting" option. ()

-
20. Instant chat is the process that enables you to obtain a copy of meeting after ended. ()
-
21. If you are a participant, you should turn off your camera and microphone when you do not need to use them at the moment. ()
-
22. The email sent after the conference is called a follow-up email. ()
-
23. Video conferencing allows for direct written communication. ()
-
24. Inappropriate behavior during a video conference is should be avoided. ()
-
25. If message "File is corrupt" appears, this means that the keyboard is not working ()
-
26. If you forget your password, you must guess it in order for it to work. ()
-
27. JavaScript language is used to create static web pages only. ()
-
28. When attempting to delete a file that cannot be deleted, check if it contains any special characters ()
-
29. The best way to protect files from permanent loss is to save them to cloud storage ()
-
30. HTML programming language creates the page structure, and JavaScript adds interactivity and animation to it ()
-
31. To make an image appear to be moving or to have motion blur, we use special effects (filters) ()
-
32. The popular program used as an alternative to GIMP is (Microsoft Word) ()
-
33. Two images can be merged into one by editing the images ()
-
34. If the image has a flaw or defect due to camera light, image editing helps to correct it and restore it to its original state ()
-
35. The role of artificial intelligence in photo editing software is to organize and customize colors ()
-
36. You can combine images to use in your presentation ()
-
37. Main goal of photo editing is to change photos and make them look more attractive ()
-
38. You can use color grading if you want to make your image look old or have a blurry motion effect ()
-
39. Color correction is the process that makes two different images appear as one image in a presentation ()
-
40. Purchasing the software is what is required for the user to use GIMP ()
-

ICT	Second Term 2025/2026	Grade 6
41.GIMP is open source because it is not free	()	
42.Filters is another name given to special effects in photo editing software	()	
43.You can book a doctor's appointment online without having to go to the clinic	()	
44.Proposing a new idea for an application design is a form of innovation	()	
45.Technology contributes to increased carbon emissions in the environment	()	
46.There is no difference in time or effort between traditional booking and online booking	()	
47.A school bus tracking app helps students organize their time and arrive on time	()	
48.If a transportation company adopts electronic payment instead of cash, this increases fuel consumption	()	
49.The operating system in Apple mobile devices is iOS	()	
50.The iPhone app store is called the Play Store	()	
51.To change the device language, go to the app store	()	
52.When installing a new program on computer, you must follow installation steps	()	
53.The computer's operating system is responsible for running programs and organizing the device	()	
54.The place from which you can download applications on the phone is file manager	()	
55.Microsoft Word is used for word processing and report writing	()	
56.Microsoft Excel is an example of a messaging service	()	
57.To save the document in Word, we use the "Insert" menu.	()	
58.One of the security rules for messaging is to avoid opening suspicious links	()	
59.Images can be inserted into the document via the "Insert" menu	()	
60.One method of using secure messaging is sharing the password	()	
61.Artificial Intelligence depends on algorithms to learn and solve problems.	()	
62.AI tools should be used to make society better.	()	
63.Language processing tools help in formulating writing and emails.	()	
64.Protectiveness means that personal information should not be leaked.	()	
65.Siri and Alexa carry out requests using voice commands.	()	
66.E-commerce is the process of buying and selling goods and services online.	()	

67.Comparison websites help users evaluate the quality and price of products.	()
68.Buying a stock means you own a small part of the company.	()
69.Ethical investment means supporting companies that harm the environment.	()
70.AI helps us make the right purchasing decisions in e-commerce.	()
71.If you buy bonds, you become a partner in the company ownership.	()
72."Green Companies" are those that focus on increasing pollution to make profit.	()
73.Reviews help you evaluate the quality of the product before purchasing.	()
74.The ownership of a company is divided into equal parts called bonds.	()
75.A person who buys a bond is lending money to the company.	()
76.Email is an informal way of communication used between friends only.	()
77.In a professional email, you should clearly state the purpose of your contact.	()
78.A chat window is the best way to communicate for complex problems.	()
79.You should end your professional email with your signature.	()
80.Chatbots are real people who answer your inquiries.	()
81.If your questions to a chatbot are not clear, you will not receive accurate answers.	()
82.To create a new meeting, click "New Meeting" option.	()
83.You can join a meeting by clicking a link sent to you.	()
84.Google Meet, Zoom, and Microsoft Teams are popular conferencing tools.	()
85.Clicking the camera icon allows you to turn your video on or off.	()
86.You do not need an internet connection to use Google Meet.	()
87.It is important to be calm and respectful during a video conference.	()
88.Email sent after the conference is called a follow-up email.	()
89.Video conferences is like face-to-face communication using cloud computing.	()
90.Muting the microphone means people can still hear you.	()
91.Programming languages are a set of rules and symbols.	()
92.HTML gives the web page its shape and structure.	()
93.JavaScript is used to create static web pages only.	()
94.Cloud storage like One Drive is a preferable way to save files.	()

ICT	Second Term 2025/2026	Grade 6
95. It is not necessary to make a backup of your important files.	()	
96. Checking the power socket is a suggested step if your device does not charge.	()	
97. If your device battery is the problem, you may need to replace it.	()	
98. External drives are the only way to save backups of your files.	()	
99. GIMP is a powerful program for image editing.	()	
100. Image editing makes images look professional for presentations.	()	
101. GIMP is an abbreviation for GNU Image Manipulation Program.	()	
102. You have to pay money to use GIMP.	()	
103. Two images can be merged into one through photo editing.	()	
104. Artificial intelligence does not help in image editing.	()	
105. Open-source programs allow anyone to modify their tools.	()	
106. GIMP is a closed-source program that no one can modify.	()	
107. Modern editing programs use AI to help adjust image colors.	()	
108. You can change the background color of an image.	()	
109. You cannot make a new photo look old using GIMP.	()	
110. Motion blur is a type of special effect.	()	
111. ICT tools help us solve real-life problems.	()	
112. Smartphones are only used for communication.	()	
113. Online booking saves effort and helps organize time.	()	
114. GPS is used to determine your location accurately.	()	
115. GPS suggests the best and fastest route for your journey.	()	
116. The Control Panel is used to change settings in Windows.	()	
117. The application store for iPhone devices is called Play Store.	()	
118. To install a new program, you must follow the installation steps.	()	
119. Microsoft Word is used for word processing and writing reports.	()	
120. You cannot insert tables or headings in a Word document.	()	
121. To save a document in Word, we use the "Insert" menu.	()	
122. Excel is an example of a messaging service.	()	

123. You should respect others while using messaging applications.	()
124. It is safe to share your personal information with anyone online.	()
125. You should avoid spreading rumors when using messaging services.	()
126. Opening unknown links is a safe way to use the internet.	()
127. One of the safety rules in messaging is not opening suspicious links.	()
128. A presentation helps you deliver your message clearly and attractively.	()
129. Microsoft PowerPoint is one of most popular programs to create presentations.	()
130. Charts are used in PowerPoint to clarify data and numbers in a simple way.	()
131. The File Tab allows you to change the font type and color.	()
132. The Design Tab allows you to choose the "slide size."	()
133. The Review Tab contains commands to change the text color.	()
134. The Review Tab is responsible for ensuring there are no spelling errors.	()
135. A database is used just to store and organize small amounts of data.	()
136. Excel is used to create tables made of columns and rows.	()
137. In Excel, a row is called a record.	()
138. When you use a formula such as =B2-B3, you are performing a subtraction.	()
139. The main goal of analyzing and modifying data is to destroy the data.	()
140. To create a formula, you must start with the (+) sign.	()
141. To sort data from smallest to largest, we use the Sort tool.	()
142. SmartArt is used to show information in an organized and visual way.	()
143. You can find the SmartArt icon under the "Review" tab.	()
144. SmartArt cannot be inserted from the "Insert" menu in PowerPoint.	()
145. Flowcharts help classmates understand project steps more easily.	()
146. You cannot change the colors of the SmartArt after inserting it.	()
147. SmartArt makes presentations less engaging for the teacher.	()
148. Flowcharts are only useful for science topics like plant life cycles.	()
149. Reading long texts is easier for the audience than looking at flowcharts.	()
150. You can choose a new style from "SmartArt Style" to change the look of shapes.	()

Model Answer

*(1) Choose the correct answer:

1. D	17. B	33. B	49. C	65. A	81. B	97. D	113. D
2. C	18. B	34. A	50. B	66. B	82. D	98. A	114. D
3. D	19. B	35. B	51. A	67. D	83. C	99. C	115. B
4. D	20. B	36. D	52. A	68. A	84. B	100. B	116. A
5. D	21. D	37. B	53. B	69. B	85. D	101. C	117. C
6. D	22. A	38. A	54. C	70. C	86. B	102. D	118. A
7. C	23. C	39. B	55. D	71. D	87. B	103. C	119. B
8. B	24. D	40. C	56. B	72. D	88. C	104. B	120. C
9. D	25. A	41. B	57. D	73. D	89. A	105. A	121. B
10. A	26. C	42. D	58. B	74. B	90. C	106. D	122. B
11. C	27. C	43. B	59. B	75. A	91. D	107. D	123. A
12. B	28. B	44. A	60. A	76. A	92. A	108. B	124. A
13. C	29. A	45. C	61. B	77. B	93. B	109. B	125. B
14. A	30. C	46. D	62. A	78. D	94. D	110. A	
15. A	31. A	47. D	63. D	79. B	95. A	111. D	
16. B	32. C	48. D	64. C	80. D	96. A	112. C	

*(2) Put (√) or (X) :

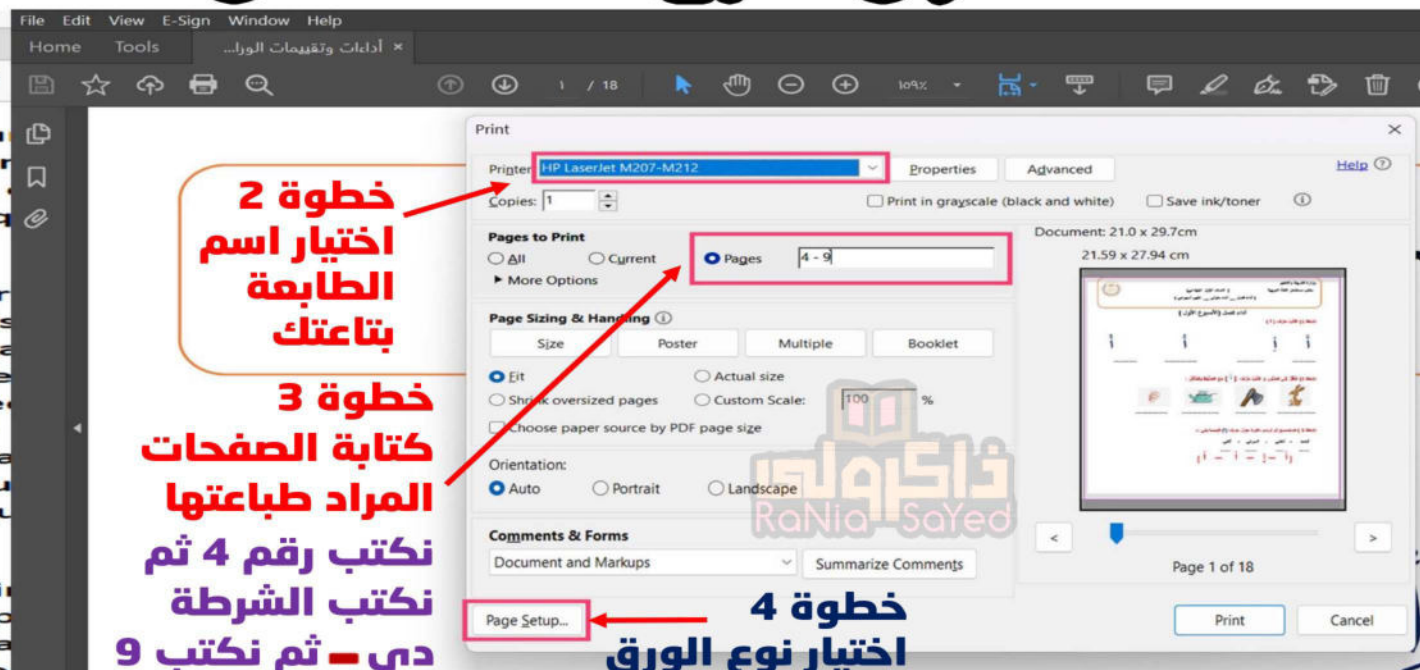
1. (√)	26. (X)	51. (X)	76. (X)	101. (√)	126. (X)
2. (√)	27. (X)	52. (√)	77. (√)	102. (X)	127. (√)
3. (√)	28. (√)	53. (√)	78. (X)	103. (√)	128. (√)
4. (√)	29. (√)	54. (X)	79. (√)	104. (X)	129. (√)
5. (√)	30. (√)	55. (√)	80. (X)	105. (√)	130. (√)
6. (X)	31. (√)	56. (X)	81. (√)	106. (X)	131. (X)
7. (√)	32. (X)	57. (X)	82. (√)	107. (√)	132. (√)
8. (X)	33. (√)	58. (√)	83. (√)	108. (√)	133. (X)
9. (X)	34. (√)	59. (√)	84. (√)	109. (X)	134. (√)
10. (√)	35. (√)	60. (X)	85. (√)	110. (√)	135. (X)
11. (X)	36. (√)	61. (√)	86. (X)	111. (√)	136. (√)
12. (√)	37. (√)	62. (√)	87. (√)	112. (X)	137. (√)
13. (√)	38. (X)	63. (√)	88. (√)	113. (√)	138. (√)
14. (X)	39. (X)	64. (√)	89. (√)	114. (√)	139. (X)
15. (X)	40. (X)	65. (√)	90. (X)	115. (√)	140. (X)
16. (√)	41. (X)	66. (√)	91. (√)	116. (√)	141. (√)
17. (√)	42. (√)	67. (√)	92. (√)	117. (X)	142. (√)
18. (X)	43. (√)	68. (√)	93. (X)	118. (√)	143. (X)
19. (√)	44. (√)	69. (X)	94. (√)	119. (√)	144. (X)
20. (X)	45. (√)	70. (√)	95. (X)	120. (X)	145. (√)
21. (√)	46. (X)	71. (X)	96. (√)	121. (X)	146. (X)
22. (√)	47. (√)	72. (X)	97. (√)	122. (X)	147. (X)
23. (X)	48. (X)	73. (√)	98. (X)	123. (√)	148. (X)
24. (√)	49. (√)	74. (X)	99. (√)	124. (X)	149. (X)
25. (X)	50. (X)	75. (√)	100. (√)	125. (√)	150. (√)

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



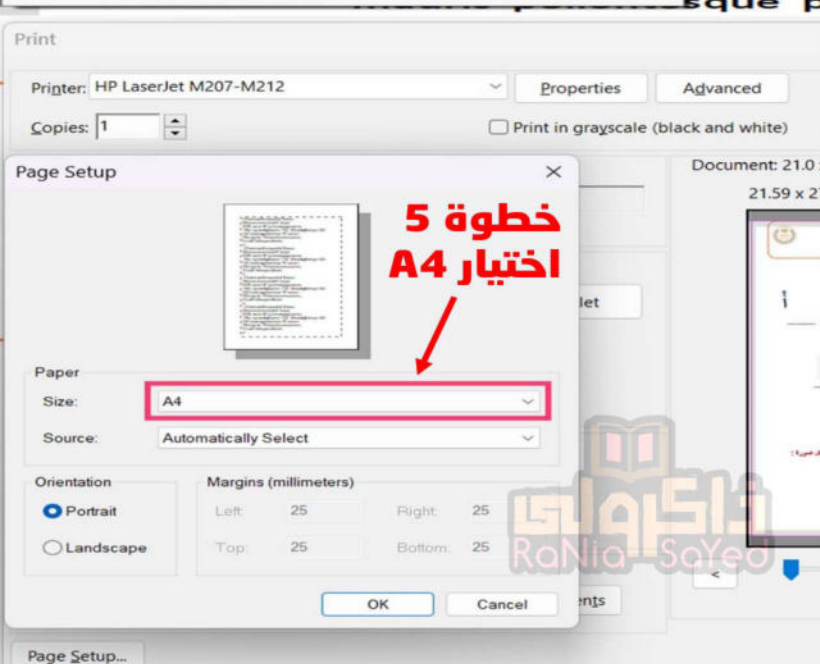
خطوة 1



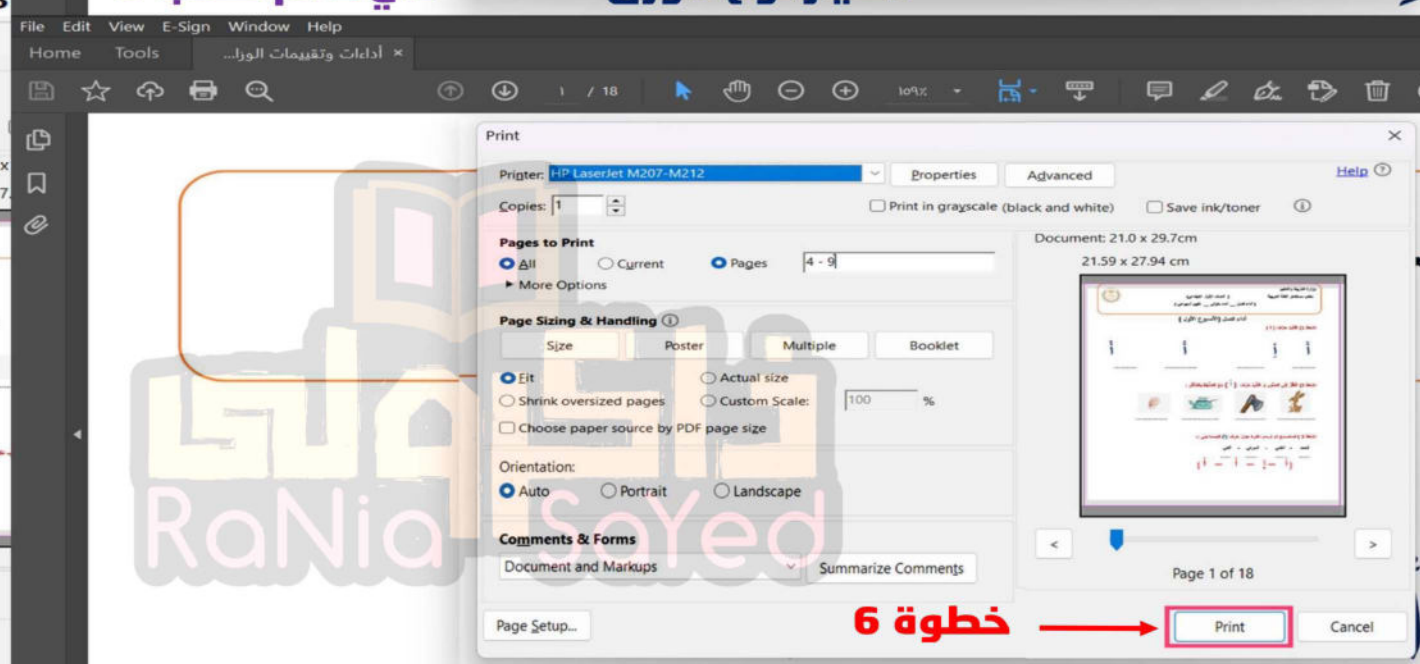
خطوة 2
اختيار اسم
الطابعة
بتاعتك

خطوة 3
كتابة الصفحات
المراد طباعتها
نكتب رقم 4 ثم
نكتب الشرطة
دي - ثم نكتب 9

خطوة 4
اختيار نوع الورق



خطوة 5
اختيار A4



خطوة 6